

SOUTH CAROLINA BUSINESS RESOURCE GUIDE

1201 Main Street, Suite 1600
Columbia, SC 29201
(803) 737-0400 or (800) 868-7232
SCcommerce.com



South Carolina
Department of Commerce

HOW TO USE THIS GUIDE

The South Carolina Business Resource Guide is designed to provide all types of businesses with tools and resources – including access to a variety of state, regional and local outlets – to increase their opportunity for business success. The South Carolina Department of Commerce Small Business and Existing Industry Team supports many aspects of the state’s existing and small business community including: export development, recycling market development, a Small Business Development office, supplier development assistance and comprehensive support to existing industry. This guide provides information that companies can employ for immediate results. It includes basic descriptions of the resources and specific contact information. The guide is laid out to address important elements of business success in each section, paired with the supporting resources.

HOW CAN THIS GUIDE

HELP YOU?

This guide is intended to help South Carolina business owners start or maintain a company, sell a product, provide a service and/or grow their company.

South Carolina provides services and support for companies that are starting a business or expanding an existing operation. South Carolina also works with entrepreneurs to develop business plans, helps companies access start-up resources and alternative financing opportunities and pairs existing businesses with service providers and suppliers.

WHAT TYPE OF INFORMATION WILL YOU FIND?

- ⇒ **Getting Started** explores the steps necessary to begin a business.
- ⇒ **Licenses, Permits & Regulations** outlines special requirements associated with certain businesses, particularly small businesses.
- ⇒ **Financing** describes ways to best prepare for financing a small business.
- ⇒ **Marketing & Growing Your Business** introduces tactics that increase awareness about products and services.
- ⇒ **Workforce Development** provides useful information regarding employment, training and retention opportunities.
- ⇒ **Business Operations** includes operational and administrative resources – everything from insurance to recycling opportunities, to production and process planning.
- ⇒ **Local Area and Other Resources** includes professionals around the state who are available to assist South Carolina’s businesses as well as other beneficial resources for business owners.
- ⇒ **Frequently Asked Questions** addresses questions often raised by business owners.

NEED ADDITIONAL HELP?

Contact a Commerce Representative

(803) 737- 1876 | fatchinson@SCcommerce.com

GETTING STARTED

Starting any business takes a significant amount of planning and research. Exploring and evaluating your business and personal goals before starting a business is extremely important. The following resources can help a business develop those goals and assist in building a concise, yet comprehensive business

START-UP CHECKLIST

This check list will help you evaluate your position as you begin getting your business off the ground. Understanding your business goals from the beginning will help you along the path to success.

- ◆ Do you know what kind of business you want to start?
- ◆ Have you created a business plan, outlining your goals and expectations?
- ◆ Type of Business Structure? (e.g., LLC, Partnership, Sole Proprietorship, etc.)
- ◆ Do you have a need for financing?
- ◆ Have you picked a location?
- ◆ How many employees are you going to hire?
- ◆ Do you need occupational permits?
- ◆ Have you registered your business with the state of South Carolina?
- ◆ Do you need a business license?
- ◆ Have you handled the insurance components of your small business?
- ◆ How are you going to market your business?

BUSINESS PLANNING ASSISTANCE

⇒ **Small Business Administration (SBA)**

The SBA is an independent agency of the federal government created to aid, counsel, assist and protect the interests of small business concerns. The SBA helps South Carolinians start, build and grow businesses through a first rate Web site, financing options and partnerships with public and private organizations (e.g., the Small Business Development Centers).

⇒ **Small Business Development Centers (SBDC)**

The goal of the SBDC is to meet small business needs for managerial and technical assistance at little or no cost to the entrepreneur. The SBDC provides advice on business planning and strategic small business growth.

⇒ **Service Corps Of Retired Executives (SCORE)**

SCORE is a volunteer, nonprofit association focused on helping small businesses succeed. SCORE, a division of the SBA, matches clients with an expert counselor best suited to their needs. SCORE counselors are current or former business owners and executives who have achieved high levels of professional success.

⇒ **NxLevel, Fastrac**

This program is for entrepreneurs with an idea for a new business. Topics include Exploring Entrepreneurship, Setting Financial Goals, Planning the Product, Reaching the Market, Building the Team, and Planning for a Profitable Business.

⇒ **South Carolina Business One Stop (SCBOS)**

SCBOS is the official South Carolina business Web portal. It enables anyone with an existing business, or anyone starting a new business, to file permits, licenses, registrations or to pay taxes. From the convenience of your computer, 24 hours a day, 7 days a week, you can take care of important state filings, and pay for multiple filings and/or taxes with one payment.

GETTING STARTED RESOURCES

ENTREPRENEUR & SMALL BUSINESS SUPPORT

Arthur M. Spiro Institute for Entrepreneurial Leadership, Clemson University College of Business and Behavioral Science

David Wyman
Director

346 Sistine Hall

Clemson, SC 29634-1345

Phone: (864) 370-3038

Email: spiro@clemson.edu

Web: www.clemson.edu/spiro

The mission of the Arthur M. Spiro Institute for Entrepreneurial Leadership is to support educational, research, and outreach programs that promote entrepreneurial activity and economic development of the region, state, and nation. The focus is on wealth creation through entrepreneurial activity. Here inventors and entrepreneurs may find assistance with market analyses and business planning. Also, the Institute conducts a mentoring program to link entrepreneurs with experienced business executives.

Benedict College Business Development Center

Dr. Darlene Booth-Bell

Director

2601 Read Street

Columbia, SC 29204

Phone: (803) 705-4781

Email: belld@benedict.edu

Web: http://www.benedict.edu/divisions/business_dev_ctr/bc_business_dev_ctr.html

The goal of the Business Development Center is to increase the number of African American owned businesses in and around SC. The center houses a business incubator and a minority development entrepreneurial development program, as well as providing current and potential business owners the opportunity to participate in business-issues workshops and seminars. The center also offers a revolving loan fund to minority owned businesses.

Carolinas Minority Supplier Development Councils, Inc. (CMSDC)

Evette Beckett-Tuggle
President

200 S Tryon 10th floor, Suite 1000

Charlotte, NC 28202

Phone: (704) 549-1000

Fax: (704) 549-1616

Email: info@carolinasmcdc.org

Web: www.carolinasmcdc.org

The Council works to expand business opportunities for minority-owned companies in an effort to build stronger and more equitable society by supporting and promoting minority business development. CMSDC's Business Innovation Center offers a wide range of capacity building business tools for your

business. These include Project Planner Plus, Certified Payroll, Merger Analytics, Capital Investment Alternative Analysis, Breakeven Analyzer, Management Capacity Analyzer, Debt Capacity Analyzer, Factoring Analyzer, Valuation Analyzer, and Supplier Capacity Analysis Tool.

Clemson Institute for Economic and Community Development (CIECD)

Paul "Mac" Horton, Ph.D.

Director and Associate Dean of

Community Development

South Carolina Rural Development

Council

900 Clemson Road

Columbia, SC 29229

Phone: (803) 788-5700

Email: mhorton@clemson.edu

Web: www.clemson.edu/sandhill

CIECD offers small business and business planning classes from various curriculums including NewVenture FastTrac, FirstStep FastTrac, and eCommerceSC as well as specialized business curriculums including rural, food and farming, and new farmer initiatives.

EngenuitySC

Neil McLean

Executive Director

1000 Catawba St., Suite 130

Columbia, SC 29201

Phone: (803) 354-5720

Email: nmclean@engenuitysc.com

Web: www.engenuitysc.com

Headquartered in Columbia, EngenuitySC is public/private partnership formed to develop and grow the South Carolina Midlands' knowledge-based economy by fostering an environment where entrepreneurship, innovation, and the creation of knowledge are fundamental elements of the region's culture, identity, and economic development strategy. Through collaboration with business, government, and higher education, EngenuitySC leads initiatives that support research development, promote commercialization, and leverage the region's assets.

Entrepreneur Network York Technical College

Edie Dille

Chair

Associate Dean for Business and Information

Technology

452 S Anderson Road

Rock Hill, SC 29730

Phone: (803) 981-7314

Email: edille@yorktech.edu

Web: www.yorktech.com/en

The Entrepreneur Network assists, informs, and encourages local small business owners, entrepreneurs, and potential entrepreneurs to network, share experiences, and engage in valuable educa-

tional opportunities. The EN also sponsors seminars featuring speakers on a variety of entrepreneurial topics.

Francis Marion University Center for Entrepreneurship

Dr. Susan Peters

Director

P.O. Box 100547

Florence, SC 29502

Phone: (843) 661-1102

Fax: (843) 661-1432

Email: speters@fmarion.edu

Web: www.fmarion.edu/academics/centerforentrepreneurship

The Francis Marion University Center for Entrepreneurship is dedicated to provide mentoring and business planning services to start-up and existing businesses.

The Center for Entrepreneurship provides one-on-one mentoring services to guide prospective and current business owners with sound business advice. Our business planning services include but not limited to business plans and feasibility studies, market research/analysis, financial analysis, and human resource development. Through our partnership with other programs, we often hold entrepreneurial and/or workforce training programs throughout the year.

Internal Revenue Service (IRS)

Nivia Hayes, Stakeholder Liaison

Small Business/Self Employed

Comm & Stakeholder Outreach

1835 Assembly Street MDP-26

Columbia, SC 29201

Phone: (803) 312-7774

Fax: (803) 312-7882

Email: Nivia.Hayes@irs.gov

Web: www.irs.gov/businesses

Other Helpful IRS Resources:

- Business and Specialty Helpline:

(800) 829-4933

- Electronic Federal Tax Payment System:

www.eftps.gov or 1-800-555-4477

- Tax Forms and Publications:

www.irs.gov/formspubs or 1-800-829-3676

Michelin Development

Next Innovation Center

411 University Ridge, Suite B7

Greenville, SC 29601

John Tully

President

Phone: (864) 751-4808

Fax: (864) 751-4941

Email: john.tully@us.michelin.com

Web: www.michelindevelopment.com

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Michelin Development Upstate, SC is a job creation program, which focuses on social and/or economically disadvantaged businesses in 10 upstate counties. Michelin Development in North America works in conjunction with regional development agencies, local government and business support agencies.

Mountain Lakes Business Development Corp.

Dave Eldridge
Interim President
502 E. Main Street
Walhalla, SC 29691
Phone: (864) 638-4210

Email: deldridge@charter.net
Web: www.mountainlakesbdc.com

Mountain Lakes Business Development Corporation (MLBDC) is here to assist entrepreneurs in taking their ideas from concept to reality, from garage office to Main Street and from relative unknown to a mainstream brand. Check out the Volunteer Directory to see what our team of SCORE certified mentors has to offer. MLBDC, working closely with Tri-County Technical College, also offers Courses to budding entrepreneurs and small businesses.

NxLevel

Laura Williams
Entrepreneur Services Manager
P.O. Box 975
Charleston, SC 29402
Phone: (843) 805-3102
Fax: (843) 723-4853

Email: Lwilliams@charlestonchamber.org
Web: www.bizbuildersc.com

NxLevel is a program for the entrepreneurs with an idea or a new business. Topics include, Exploring Entrepreneurship, Setting Financial Goals, Planning the Product, Reaching the Market, Building the Team, Planning for a Profitable Business.

South Carolina Business One Stop (SCBOS)

Helpline: (803) 898-5690
Email: sccboshelp@scbos.com
Web: www.scbos.com

South Carolina Business One Stop or SCBOS is the official South Carolina business web portal. It enables anyone with an existing business or anyone starting a new business to file permits, licenses, registrations, or pay taxes. From the convenience of your computer at anytime, 24 hours a day – 7 days a week, you can take care of your important state filings, and pay for multiple filings and/or taxes with one credit, debit, or EFW payment.

South Carolina Department of Commerce

Chuck Bundy
Manager, Business Services
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0440

Fax: (803) 737-3818
Email: CBundy@SCcommerce.com
Web: www.SCcommerce.com
South Carolina Department of Revenue
301 Gervais Street
Columbia, SC 29201
Phone: (803) 898-5000 (General Info)
(803) 898-5709 (Income Tax Helpline)
(803) 898-5788 (Sales Tax Helpline)
Web: www.sctax.org

SC Launch!

Lori Mack
Program Coordinator
1000 Catawba Street
Columbia, SC 29201
Phone: (803) 733-9070
Email: lori.mack@scra.org
Web: www.sclaunch.org
SC Launch is a collaborative initiative involving SCRA and South Carolina's university research foundations: Clemson University, the University of South Carolina, and the Medical University of South Carolina. It was created to facilitate applied research, product development and commercialization programs and to strengthen South Carolina's Knowledge Economy by creating high wage-earning jobs. SC Launch provides entrepreneurs with key tools for success to help build technology startups, jobs and equity in the future for South Carolina as well as access to business, academic and economic development entities through the SC Launch Resource Network.

Small Business Administration (SBA)

South Carolina District Office
Susan Chavis
Business Development Specialist
1835 Assembly Street, Room 1425
Columbia, SC 29201
Phone: (803) 765-5377
Fax: (803) 765-5962
Email: susan.chavis@sba.gov
Web: www.sba.gov/localresources/district/sc/index.html

The SBA offers a myriad of services to small businesses. It provides financial assistance for new or existing businesses through guaranteed loans made by area bank and non-bank lenders. Seminars and free small business counseling is available through SCORE, Small Business Development Centers, and Women's Business Centers. In addition, special loan programs are available for businesses involved in international trade. Federal government contracting assistance is also available.

South Carolina Minority Business Enterprise Center

Dawn Jennings
Project Administrator

400 Percival Road
Columbia, SC 29206
Phone: (803) 743-1154
Fax: (803) 743-1162
Email: djennings@scmbec.com
Web: www.scmbec.com

SCMBEC aims to increase the growth of minority owned business and strengthen existing ones. Its professional consultants offer a wide range of services including initial counseling, government/private sector contracting assistance, financial management, access to capital, access to markets, and international trade franchising. The center also maintains strategic partnerships so you can have immediate access to unlimited information tailored to your trade or specialty.

South Carolina Office of the Secretary of State

Jody Steigerwalt
Director, Business Filings
P.O. Box 11350
Columbia, SC 29211
Phone: (803) 734-2345
Web: www.scsos.com

South Carolina State Library and Gale Cengage Learning Small Business Resource Center

An exciting new resource for small businesses, The Center is full of useful information including a variety of full-text periodicals, news sources and reference books covering all major areas of starting and operating a business. It also includes Web site links and real-life business plans.

Web: www.find.galegroup.com/sbrc/start.do?prodId

South Carolina Technology Alliance

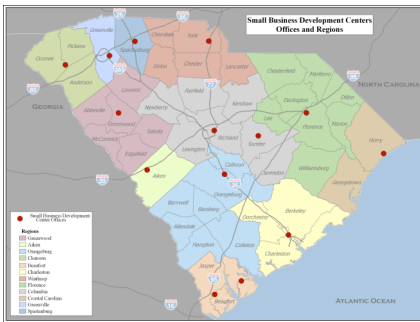
Thomas E. Persons Sr.
President & CEO
1201 Main Street, Suite 1920
Columbia, SC 29201
Phone: (803) 748-1323
Email: tep@scotech.org
Web: www.scotech.org

The South Carolina Technology Alliance is a non-profit / private public non-partisan technology oriented Think Tank. It works diligently with stakeholders to assist in identifying and developing technology workforce skills. The management team works with all types of innovative technology companies provides access to consultants, mentors, and senior business leaders, as well as access to lists of services, companies and professionals that will ensure your business a much stronger opportunity for success. SCTA also has strategic partnerships with various venture capital companies and other investor partnerships.

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SMALL BUSINESS DEVELOPMENT CENTERS (SBDC)



Small Business Development Center

Michele Abraham
State Director
1705 College Street
Columbia, SC 29208
Phone: (803) 777-3130

Email: mabraham@sc.edu

The SBDC aims to advance the state's economic development by helping entrepreneurs grow successful businesses. We provide private business consulting services at no charge and affordable educational programs for a small charge.

Aiken Area SBDC

USC-Aiken, School of Business
471 University Parkway, Box 9
Aiken, SC 29801
Phone: (803) 641-3646

Email: SBDC@USCA.edu

Beaufort Area SBDC

Martin Goodman
USC-Beaufort North Campus
801 Caterer Street
Beaufort, SC 29902
Phone: (843) 521-4143

Email: goodman@uscb.edu

Charleston Area SBDC

5900 Core Drive, Suite 104
N. Charleston, SC 29406
Phone: (843) 740-6160
Email: charlestonsbdc@moore.sc.edu

Clemson Area SBDC

Clemson University
426 Sirrine Hall
Clemson, SC 29634
Phone: (864) 710-4717
Email: bennys@clemson.edu

Columbia Area SBDC

1225 Laurel Street, Room 326
Columbia, SC 29201
Phone: (803) 777-4942
Email: USCSbdc@mailbox.sc.edu

Florence Area SBDC

Florence/Darlington Technical College
P.O. Box 100548
Florence, SC 29501
Phone: (843) 661-8256
Email: sbdc.florence@gmail.com

Greenville Area SBDC

Clemson at the Falls
55 E Camperdown Way
Greenville, SC 29601
Phone: (864) 370-1545
Email: clemsonsbdc@clemson.edu

Greenwood Area SBDC

Lander University Carnell Learning Center
M26 320 Stanley Avenue
Greenwood, SC 29649
Phone: (864) 388-8492
Email: Conway@clemson.edu

Hilton Head Area SBDC

USC-Beaufort South Campus One
University Boulevard
Bluffton, SC 29909
Phone: (843) 208-8259
Email: pcameron@uscb.edu

Myrtle Beach Area SBDC

Coastal Carolina University
Atlantic Hall
P.O. Box 261954
Conway, SC 29528-6054
Phone: (843) 349-4010
Email: jggraham@coastal.edu

Newberry Area SBDC

2100 College Street
Newberry, SC 29108-2126
Phone: (803) 321-5689
Email: Nancy.Williamson@newberry.edu

Orangeburg Area SBDC

South Carolina State University
College of Business & Applied Professional Sciences
Algernon S Belcher Hall
300 College Street
Campus Box 7176
Orangeburg, SC 29117
Phone: (803) 536-8445
Email: dtucker@scsu.edu

Rock Hill Area SBDC

Winthrop University
118 Thurmond Building
Rock Hill, SC 29733
Phone: (803) 323-2283
Email: WinthropRegionalSBDC@gmail.com

Spartanburg Area SBDC

Spartanburg Community College
Tyger River Campus
1875 E Main Street
Duncan, SC 29334
Phone: (864) 592-6318
Email: es2@clemson.edu

Sumter Area SBDC

USC Sumter
200 Miller Road, Room
216 Sumter, SC 29150-2498
Phone: (803) 938-3833
Email: giffinj@uscsumter.edu

SCORE CHAPTERS

Service Corps of Retired Executives (SCORE)

Norman Paige State Director
1835 Assembly Street, Suite 1425
Columbia, SC 29201
Phone: (803) 253-3124
Email: nmvp Paige@aol.com

SCORE is a volunteer nonprofit association helping small businesses succeed. SCORE matches clients with the expert counselor best-suited to their needs. The SCORE counselors are current or former business owners and executives who have achieved high levels of success.

Aiken South Central Region Chapter 683

Aiken Chamber of Commerce
121 Richland Avenue E
Aiken, SC 29801
Phone: (803) 641-1111
Fax: (803) 641-4174
Email: scrscore@aikenchamber.net
Web: www.aikenchamber.net

Beaufort Carolina Lowcountry Chapter

2348 Boundary Street
Beaufort, SC 29902
Phone: (843) 470-0800
Email: score@hiltonheadisland.org
Web: www.scorebeaufort.com

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Chapin Midlands Chapter

Chapin Chamber of Commerce
302 Columbia Avenue
Chapin, SC 29036
Phone: (803) 345-1100
Email: info@scoremidlands.org
Web: www.scoremidlands.org

Charleston Coastal Chapter 285

Charleston Metro Chamber of Commerce
4500 Leeds Avenue, Suite 100
N. Charleston, SC 29405
Phone: (843) 727-4778
Fax: (843) 805-3112
Email: info@score285.org
Web: www.score285.org

Columbia Midlands Chapter 230

1835 Assembly Street, Suite 1425
Columbia, SC 29201
Phone: (803) 765-5131
Fax: (803) 765-5962
Email: info@scoremidlands.org
Web: www.scoremidlands.org

Florence Midlands Chapter

Florence Chamber of Commerce
610 W Palmetto Street
Florence, SC 29503
Phone: (843) 665-0515
Email: info@scoremidlands.gov
Web: www.scoremidlands.gov

Greenville Piedmont Chapter 232

300 E Washington Street, Room B-31
Greenville, SC 29601
Phone: (864) 271-3638
Fax: (864) 271-3638
Email: info@piedmontscore.org
Web: www.piedmontscore.org

Greenwood Piedmont Chapter

Piedmont Technical College
620 N Emerald Road
Greenwood, SC 29648
Phone: (864) 941-8414
Email: info@piedmontscore.org
Web: www.piedmontscore.org

Hartsville Midlands Chapter

Hartsville Chamber of Commerce
214 N 5th Street
Hartsville, SC 29550
Phone: (843) 332-6401
Email: info@scoremidlands.org
Web: www.scoremidlands.org

Hilton Head Carolina Lowcountry Chapter 650

Hilton Head Island-Bluffton Chamber of Commerce
1 Chamber of Commerce Drive
Hilton Head Island, SC 29926
Phone: (843) 785-7107
Fax: (843) 785-7110
Email: score@hiltonheadisland.org
Web: www.scorehiltonhead.com

Lexington Midlands Chapter

Lexington Chamber of Commerce
321 S Lake Drive
Lexington, SC 29072
Phone: (803) 359-6113
Email: info@scoremidlands.org
Web: www.scoremidlands.org

Myrtle Beach Grand Strand Chapter 381

605 10th Avenue
N. Myrtle Beach, SC 29577
Phone: (843) 918-1079
Fax: (843) 918-1080
Email: info@mbscore.org
Web: www.mbscore.org

Orangeburg Midlands Chapter

Orangeburg Chamber of Commerce
1570 John C. Calhoun Drive
Orangeburg, SC 29116
Phone: (803) 534-6821
Email: info@scoremidlands.org
Web: www.scoremidlands.org

Piedmont Chapter—Anderson/Oconee/Pickens Counties

Tri-County Technical College
7900 Highway 76
Pendleton, SC 29670
Phone: (864) 271-3638 or (864) 646-1700
Email: info@piedmontscore.org

Spartanburg Piedmont Chapter

Spartanburg Chamber of Commerce
105 N Pine Street
Spartanburg, SC 29302
Phone: (864) 594-5000
Email: info@piedmontscore.org
Web: www.piedmontscore.org

Summerville Coastal Chapter

Summerville Chamber of Commerce
402 N Main Street
Summerville, SC 29483
Phone: (843) 873-2931
Email: info@score285.org
Web: www.score285.org

Sumter Midlands Chapter

Sumter Chamber of Commerce
32 E Calhoun Street
Sumter, SC 29150
Phone: (803) 775-1231 / (803) 775-0915
Email: info@scoremidlands.org
Web: www.scoremidlands.org

**BUSINESS INCUBATORS,
RESOURCE CENTERS &
ACCELERATORS**

Benedict College Small Business Incubator

Dr. Darlene Booth-Bell
Director
2601 Read Street
Columbia, SC 29204
Phone: (803) 705-4781
Fax: (803) 705-7080
Email: belld@benedict.edu
Web: www.benedict.edu/divisions/business_dev_ctr/general/bc_business_dev_ctr_incubator.html
The Benedict College Small Business Incubator welcomes start-up businesses for two years as clients and tenants within the Business Development Center. Businesses selected to be participants in the incubation program are entrepreneurs interested in providing innovative new products, services, or approaches to business within the African American Community.

Charleston Digital Corridor

Ernest Andrade
Executive Director
475-A E Bay Street
Charleston, SC 29403
Phone: (843) 724-3773
E-mail: ernest@charlestondigitalcorridor.com
Web: www.charlestondigitalcorridor.com
Charleston Digital Corridor is a creative effort to attract, nurture & promote Charleston's knowledge economy by facilitating a business, physical and social environment where technology companies thrive. Initiatives include office & meeting space, a talent portal, educational forums, site acquisition help, funding, and networking.

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Clemson Apparel Research (CAR)

Dr. Christine W. Cole
Director, Clemson Apparel Research
Professor Emerita, Materials Science and Engineering
Clemson University
500 Lebanon Road
Pendleton, SC 29670
Phone: (864) 646-8454
Fax: (864) 646-8230
Email: cwjrvc@clemson.edu
Web: <http://car.clemson.edu/>

Clemson Apparel Research was established to revitalize the domestic sewn-products industry through the proper application of advanced technology and management practices. It offers consulting services to address specific manufacturing problems, research services to create new technologies and management systems for the sewn-products and textile industries, as well as manufacturing services through a 6,000 square foot model apparel plant to demonstrate state-of-the-art technology.

Clemson University Research Foundation (CURF)

Vincie Albritton
Interim Executive Director
91 Technology Drive
Anderson, SC 29625
Phone: (864) 656-5708
Fax: (864) 656-0474
Email: valbrit@clemson.edu
Web: www.clemson.edu/curf

CURF manages the technology transfer functions of Clemson University by taking assignment of inventions, obtaining intellectual property protections, working with faculty to evaluate commercial potential of discoveries, and licensing inventions to the private sector for public use. CURF owns and operates several facilities dedicated to business incubation that enable start-up companies to accelerate their growth through access to office and wet-lab space as well as other support services.

Don Ryan Center for Innovation

Jordan Berliner, Director
20 Bridge Street
Bluffton, SC 29910
Phone: (843) 540-0405
Email: jberliner@ryan-innovation-center.com
Web: www.ryan-innovation-center.com

The Don Ryan Center for Innovation is designed to support new technology company formation and development in Bluffton, SC by helping technology innovators and small technology companies successfully develop and grow. To do this, the program links innovators to intellectual property, technology evaluation, product development services, seed financing, business mentorship, corporate relationships and recruiting. The program blends the attributes of hands-on consulting support, resource identi-

fication and availability, and distance learning to help increase the probability innovators will be successful.

EngenuitySC

Neil McLean
Executive Director
P.O. Box 50768
Columbia, SC 29250
Phone: (803) 783-1507
Email: nmclean@engenuitysc.com
Web: www.engenuitysc.com

Created in 2003, EngenuitySC is an active public/private partnership focused on the knowledge-based economy in the Columbia, South Carolina region. It is comprised of business and industry leaders, along with representatives from local government and academia. Its goal is to encourage entrepreneurship to commercialize ideas, technology, research, and public policy in an effort to help knowledge-based companies and create access to start-up investment capital.

The Enterprise Campus at Midlands Technical College

J. Tom Ledbetter Jr.
Executive Director
P.O. Box 2405
151 Powell Road
Columbia, SC 29202
Phone: (803) 691-3885
Email: ledbettert@midlandstech.edu
Web: www.mtcenterprisecampus.com

The Enterprise Campus allows for interaction between the corporate community, faculty and students; thereby creating a seamless integration of innovative companies, emerging technologies and education. Benefits include access to applied learning and laboratory space, office space and resources, faculty resources, training facilities, continuing education, and customized workforce training.

Erskine College, Department of Business, Small Business Support Center (SBSC)

Anthony P. Santella
Assistant Professor of Business Administration
2 Washington Street
P.O. Box 338
Due West, SC 29639
Phone: (864) 379-8848
Email: santella@erskine.edu
Web: www.erskine.edu/SBSC

The Erskine SBSC offers busy small business owners some key, valuable resources. Companies may request assistance on specific business problems and a team of students will offer comprehensive solutions. Also available are seminars, workshops, consulting, mentoring, a solutions showcase, and office space and resources.

The Faber Entrepreneurship Center at the Moore School of Business

Dean Kress, Associate Director
Dr. Dirk D. Brown, Director
1705 College Street
Columbia, SC 29208
Phone: (803) 777-7015 Dean Kress
(803) 777-1717 Dr. Dirk Brown
Email: kressd@moore.sc.edu
Dirk.brown@moore.sc.edu
Web: www.moore.sc.edu/facultyandresearch/researchcenters/faberentrepreneurshipcenter.aspx

The Faber Entrepreneurship Center, endowed with a \$1 million gift from University of South Carolina alumni Tim and Karen Faber, seeks to provide USC students with intensive exposure to entrepreneurial concepts, small business management training, and interaction with a network of successful entrepreneurs in South Carolina. The Faber Entrepreneurship Center has recently focused on providing companies in South Carolina with support at the intersection of New Venture Formation, Global Business, and Intellectual Property Strategy & Management

NEXT Greenville

Brenda Laakso
Vice President
NEXT Innovation Center
411 University Ridge, Suite 202
Greenville, SC 29601
Phone: (864) 751-4806
Email: blaakso@greenvillechamber.org
Email: blaakso@nextupstatesc.org
Web: <http://www.nextupstatesc.org>

NEXT clients are fast growth technology companies that own their intellectual property and have high potential for national and international growth. Sectors currently served include Internet technology, electronic device, biomedical, software, nanotechnology, and pharmaceutical. NEXT offers entrepreneurs access to an entrepreneurial community, angel investors, SBIR/STTR consultation, office space, a talent portal, a CEO Best Practice Forum, as well as hosting for a functional company web page on the NEXT website.

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SC BIO

Wayne Roper
President
411 University Ridge, Suite A
Greenville, SC 29601
Phone: (864) 751-4858
Email: wayne@wroper.com
Web: www.scbio.org

SCBIO is a member organization that exists to support and advance South Carolina's life science industry through collaboration, advocacy, workforce development, enhanced purchasing power and education. This mission furthers our goal of ensuring that South Carolina's companies, research institutions, and citizens reap the economic and societal benefits of a world-class life sciences cluster.

SC Launch Innovation Centers

Greg Hillman
Senior VP and General Manager
1000 Catawba Street
Columbia, SC 29201
Phone: (843) 760-3280
Email: Greg.Hillman@scra.org
Web: www.sclaunch.org

Southeastern Institute of Manufacturing and Technology (SiMT) - Manufacturing and Business Incubator

Jack Roach, Director
1951 Pisgah Road
Florence, SC 29502
Phone: (843) 413-2705
Fax: (843) 413-2717
Email: Jack.Roach@SiMT.com
Web: www.SiMT.com

The Manufacturing and Business Incubator at SiMT is designed to house and foster startup companies that are entering commercialization and light manufacturing stages of their business. The 27,400 square foot facility consists of flexible use, multi-tenant manufacturing and office spaces. The facility also has conference rooms, and is adjacent to the SiMT's Advanced Manufacturing Center, which offers services in the areas of CAD design, rapid prototyping, virtual reality simulations, CNC machining, workforce training, and business systems development.

SCRA Innovation Centers:

SCRA USC Innovation Center at Columbia

1000 Catawba Street
Columbia, SC 29208

Phone: (803) 733-9076

The innovation center is designed to house high-tech companies emerging from research at the University of South Carolina and entering commercialization and light manufacturing stages. This facility is situated and designed to stimulate and sustain clean next-generation manufacturing.

SCRA MUSC Innovation Center at Charleston

645 Meeting Street
Charleston, SC 29403

Phone: (843) 760-5896

The innovation center is designed to support Charleston's growing biotechnology cluster. The 28,400 square foot facility will consist of flexible-use, multi-tenant laboratory and office space supporting biopharma, biomed and biotech research and commercialization. The building was opened in December 2009 and leasing applications are currently being accepted.

SCRA/ATI Innovation Center at Greenwood

117 Gregor Mendel Circle
Greenwood, SC 29646

Phone: (864) 953-3982

The innovation center offers wet laboratory, meeting, office, and conference space. The facility hosts companies conducting research and development as well as community events and meetings. A full genetics and biotechnology focused library, support staff, and close proximity to researchers at the Greenwood Genetic Center provide a hub for diagnostic, therapeutic, and pharmaceutical companies.

South Carolina Coastal Community Development Corporation (SCCCDC)

Mary Dawson
President – Board of Directors
P.O. Box 206
10 DeGullah Way
St. Helena Island, SC 29920
Phone: (843) 838-3295
Fax: (843) 838-2954
Email: scccdc@embarqmail.com

Web: www.southcarolinacoastalcdc.org

The SCCCDC's St. Helena Food Center houses a licensed commercial kitchen that is available to low / moderate-income residents interested in establishing food related businesses. The center assists food entrepreneurs and farmers in the sale of their products to supermarkets, specialty food stores, and local restaurants. The SCCCDC also offers a business incubator that contains furnished offices and a conference room for beginning entrepreneurs. Technological and administrative services are available.

Spartanburg Community College's Center for Business and Entrepreneurial Development

Mike Forrester, SCCED
Director of Economic Development

Physical Address:

1875 E Main Street/Highway 290
Duncan, SC 29334

Mailing Address:

P.O. Box 4386
Spartanburg, SC 29305
Phone: (864) 592-6204

Email: forresterm@scsc.edu

Web: www.scsc.edu/econdev/business/sbi.aspx

A primary resource for business development at SCC, The Center for Business and Entrepreneurial Development is an invaluable tool to assist entrepreneurs and businesses launch, build, expand, and reorganize successful companies. The Center is in a foreign trade zone, located along the I-85 Corridor on Highway 290 in Duncan, South Carolina. It consists of four major sectors: Soft Landings Program, Small Business Incubator, Workforce Employment Services and Special Projects.

Spark! Charleston

Chris Clark
Project Director
480 E Bay Street
Charleston, SC 29403
Email: chris@sparkchs.com
Web: sparkchs.com

Spark! Charleston is a business incubator located right in the heart of Charleston. It offers six months of rent-free office space to goal-driven individuals and small companies. Amenities include high speed wireless internet, 24x7 access, conference room, kitchenette, and printers.

ThinkTEC

Jill Galmarini
Director
P.O. Box 975
4500 Leeds Avenue
N. Charleston, SC 29402
Phone: (843) 805-3015
Fax: (843) 723-4853
Email: jgalmarini@charlestonchamber.org
Web: www.thinktec.org

ThinkTEC is a Charleston Metro Chamber of Commerce initiative that facilitates start-up companies, grow existing business and attract new business in the high-tech arenas. These efforts include industry-specific conferences, public policy and legislative initiatives, program development, and educational events. Entrepreneurial training programs are offered through NxLevel.

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University of South Carolina (USC) Columbia Technology Incubator

Ronald F. Loewen
Executive Director

1225 Laurel Street
Columbia, SC 29201

Phone: (803) 545-4160 (office)

Phone: (803) 931-2544 (cell)

Fax: (803) 545-4881

Email: rloewen@usc-columbiaincubator.org

Web: www.usc-columbiaincubator.org

The USC-Columbia Technology Incubator is for entrepreneurs who have a technology-based product or service and who wish to have interaction with the university R&D enterprise. It is expected the entrepreneur will have technical education or business experience to exploit the technology, as well as have a documented business plan that includes market analysis, financial projections, and funding requirement. For such entrepreneurs, the USCCTI will provide a broad scope of services including cost-effective office/laboratory space and support, prototype manufacturing facilities, product realization and development services and business consultation.

analysis, financial projections, and funding requirements. Student entrepreneurs are encouraged to use the incubator while developing projects working under a faculty-directed study program. The USCUBI will provide services including cubicle space and support and development services.

University of South Carolina Salkehatchie Leadership Institute (USCSLI)

James Everett

Business Consultant

Center for Business Development

P.O. Box 617

Allendale, SC 29810

Phone: (803) 584-3446 Ext. 269

Fax: (803) 584-5180

Email: jeverett@mailbox.sc.edu

Web: uscsalkehatchie.sc.edu/leadership/index.html

The USCSLI seeks to stimulate economic development in Allendale, Bamberg, Barnwell, Colleton, and Hampton Counties of South Carolina. The Center provides small business training and technical assistance to current and prospective business owners.

The USC Upstate Business Incubator

Darrell Parker

Dean

George Dean Johnson, Jr. College of Business and Economics

University of South Carolina Upstate

160 East St. John Street

Spartanburg, SC 29306

Phone: (864) 503-5312

Fax: (864) 503-5583

Email: dparker@uscupstate.edu

The USC Upstate Business Incubator (USCUBI) is for entrepreneurs who wish to have interaction with the George Dean Johnson, Jr. College of Business and Economics in Spartanburg. We seek entrepreneurs with business experience and documented business plans that will enable involvement with students. Potential student project assistance includes market

LICENSES, PERMITS & REGULATIONS

Various types of licenses, permits and registrations may be required in order to conduct business in South Carolina. Federal, state and local laws and ordinances establish guidelines such as occupational matters, business licensing, environmental permitting and tax withholdings.

BUSINESS LICENSE BASICS

South Carolina does not have a statewide business license requirement; therefore companies must apply for local business licenses. Most towns and municipalities require a business license. The following counties also require business licenses:

Beaufort County
Charleston County
Dorchester County
Horry County
Jasper County
Marion County
Richland County
Sumter County

To obtain a license in one of these counties, contact the local business license office or visit www.SCBOS.com for a complete listing of offices.

BUSINESS LICENSES & PERMITS

- ⇒ **Depending on the type of business, registration with the State of South Carolina** can be accomplished through the **Secretary of State's Office**, the **Department of Revenue** or through the **South Carolina Business One Stop**. www.SCBOS.com
- ⇒ **Federal Tax ID Number** which can be applied for at the **IRS Web site**. <https://sa1.www4.irs.gov/modiein/individual/index.jsp>, or through links at www.SCBOS.com
- ⇒ **Local Business Licenses** are often necessary for businesses located within city or town limits. Check with the local municipality for business license requirements. **SCBOS** lists Web site connections for each county and municipality. www.SCBOS.com
- ⇒ **Occupational Permits & State Licensing** may be required. New business owners should check with the **South Carolina Department of License, Labor and Regulation** to determine if an occupational permit is required for their business. www.llr.state.sc.us
- ⇒ **The Department of Health & Environmental Control's (DHEC) Small Business Environmental Assistance Program (SBEAP)** team is available to answer questions on environmental permitting and compliance issues for small businesses. Their services are free and non-regulatory. www.SCDHEC.gov
- ⇒ **State Certifications for Women and Minorities** promote the growth and development of small and minority owned businesses in South Carolina. Visit their Web site to find about how to become certified. www.govoepp.state.sc.us/osmba

SMALL BUSINESS REGULATORY REVIEW COMMITTEE

The Small Business Regulatory Review Committee reviews new and existing state agency regulations that may adversely impact small businesses. The Committee, which is comprised of private-sector small business owners, was chartered to ensure that South Carolina's small business community has a voice and a level playing field on which to compete. Small businesses facing problems with a state agency regulation can call or write to the Committee at the Small Business Development office of the South Carolina Department of Commerce to explain their concerns.

Visit Small Business and Existing Industry at www.SCBizNetwork.com for more information.

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LICENSES, PERMITS & REGULATIONS RESOURCES

Internal Revenue Service (IRS)

Nivia Hayes
Senior Tax Specialist
SBSE Stakeholders Liaison
1835 Assembly Street MDP-26
Columbia, SC 29201
Phone: (803) 253-3031
Fax: (803) 765-5055
Email: Nivia.hayes@irs.gov
Web: www.irs.gov/businesses

Other helpful IRS resources:

- *Business and Specialty Helpline:* 1-800-829-4933
- *Electronic Federal Tax Payment System:* www.eftps.gov or 1-800-555-4477
- *Tax Forms and Publications:* www.irs.gov/formspubs or 1-800-829-3676

Small Business Regulatory Review Committee (SBRRC)

Chuck Bundy
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0440
Fax: (803) 737-3818
Email: cbundy@sccommerce.com
Web: www.sccommerce.com

South Carolina Business One Stop (SCBOS)

SCBOS Helpline: (803) 898-5690
Email: scboshelp@scbos.com
Web: www.scbos.com
South Carolina Business One Stop or SCBOS is the official South Carolina business web portal. It enables anyone with an existing business or anyone starting a new business to file permits, licenses, registrations, or pay taxes. From the convenience of your computer at anytime, 24 hours a day – 7 days a week, you can take care of your important state filings, and pay for multiple filings and/or taxes with one credit, debit, or EFW payment.

South Carolina Commission for Minority Affairs

Thomas Smith
Executive Director
6904 N Main Street, Suite 107
Columbia, SC 29203
Phone: (803) 333-9621
Fax: (803) 333-9627
Web: www.state.sc.us/cma/

South Carolina Department of Commerce

Chuck Bundy
Manager, Business Services
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0440
Fax: (803) 737-3818
Email: CBundy@SCcommerce.com

Web: www.SCcommerce.com

South Carolina Department of Consumer Affairs

Elliot F. Elam
Administrator
3600 Forest Drive, 3rd Floor
P.O. Box 5757
Columbia, SC 29250
Phone: (803) 734-4198 / (800) 922-1594
Email: Eelam@scconsumer.gov
Web: www.scconsumer.gov

South Carolina Department of Health and Environmental Control (SC DHEC), Small Business Environmental Assistance Program (SBEAP)

Phyllis T. Copeland
Small Business Ombudsman
SCDHEC—Bureau of Air Quality
2600 Bull Street
Columbia, SC 29201-1708
Phone: (803) 898-0415 / (800) 819-9001
Fax: (803) 898-4487
Email: copelapt@dhec.sc.gov
Web: www.scdhec.gov/environment/bag/sbeap

South Carolina Department of Labor, Licensing and Regulation

Joan Wilkie
Administrative Coordinator
Synergy Business Park Kingstree Building
110 Centerview Drive
P.O. Box 11329
Columbia, SC 29211-1329
Phone: (803) 896-4684
Fax: (803) 896-4515
Email: wilkiej@llr.sc.gov
Web: www.llr.state.sc.us

South Carolina Department of Labor, Licensing and Regulation

Office of OSHA Voluntary Programs

Dottie Ison
Administrator
110 Centerview Drive
P.O. Box 11329
Columbia, SC 29211
Phone: (803) 896-7665
Fax: (803) 896-4310
Email: jsond@llr.sc.gov
Web: www.llr.state.sc.us/labor/scovp

South Carolina Department of Revenue

SC Department of Revenue
301 Gervais Street
Columbia, SC 29201
Phone: (803) 898-5000 (General Info)
(803) 898-5709 (Income Tax Helpline)
(803) 898-5788 (Sales Tax Helpline)
Web: www.sctax.org

South Carolina Department of Transportation (SCDOT), Disadvantaged Business Enterprise (DBE) Program

Dr. Arlene Prince
Deputy Director
Office of DBE Special Services Programs
P.O. Box 191
Columbia, SC 29202-0191
Phone: (803) 737-1717
Fax: (803) 737-2021
Web: www.dot.state.sc.us/doing/dbe.html

South Carolina Department of Employment and Workplace

John L. Finan
Executive Director
1550 Gadsden Street
P.O. Box 995
Columbia, SC 29202
Phone: (803) 737-2681
Web: www.sces.org

South Carolina Film Commission, Production Guide

Tom Clark
Dan Rogers
1205 Pendleton Street, Suite 225
Edgar A. Brown Building
Columbia, SC 29201
Phone: (803) 737-0490
Fax: (803) 737-3104
Email: tclark@scprt.com
Email: danrogers@scprt.com
Web: www.filmssc.com

South Carolina Governor's Office of Small and Minority Business Assistance (OSMBA) Directory

1205 Pendleton Street, Suite 440A
Edgar A. Brown Building
Columbia, SC 29201
Phone: (803) 734-0657
Fax: (803) 734-2498
Web: www.govoepp.state.sc.us/osmba

South Carolina Office of the Secretary of State

P.O. Box 11350
Columbia, SC 29211
Phone: (803) 734-2345
Web: www.scsos.com

South Carolina Workers' Compensation Commission

Gary Cannon
Executive Director
P.O. Box 1715
Columbia, SC 29201
Phone: (803) 737-5744
Email: gcannon@wcc.sc.gov
Web: www.wcc.sc.gov

FINANCING YOUR SMALL BUSINESS

After outlining your business plan, the financial requirements of the business should become clear. This section will help you find the right financial resources.

ARE YOU READY FOR FINANCING?

- ◆ **Develop a Business Plan:** Create a written document describing your business, including type of business and legal form, annual sales, number of employees, length of time in business and the ownership structure.
- ◆ **Determine Financing Needs:** Identify all startup expenses, estimate the costs of your business for at least the first several months, and create a realistic startup budget and cash flow model.
- ◆ **Discuss Your Credit Score:** Creditors use your credit score to determine if you qualify for additional lending. Credit scores help predict who is most likely to repay debt and make payments on time.

TYPES OF FINANCING AVAILABLE

- ⇒ **Debt Financing** involves lenders such as banks, commercial finance companies and government-related lending. Depending on financial plans and goals, one of the following programs may suit your needs.
- ⇒ **The Small Business Administration (SBA)** is a group of independent agencies of the federal government created to aid, counsel, assist and protect the interests of small businesses. The SBA operates a loan guarantee program which can assist with up to \$2 million dollars in potential financing. www.sba.gov
- ⇒ **Community Express Loan Programs** help small businesses owned by minorities, women and veterans, or companies located in low-to-moderate income areas. www.superiorfg.com or www.borregospringsbank.com
- ⇒ **Council of Governments Loan Programs** partner with local counties, cities and towns to provide resources to foster economic development, usually in the form of a revolving loan program. www.state.sc.us/cogs
- ⇒ **The SC Capital Access Program (SC CAP)** is designed to provide financial institutions with a tool to assist with business loans in which public resources are used to generate financing. www.businessdevelopment.org
- ⇒ **Equity Funding** requires selling an ownership interest in the business in exchange for capital. There are several options when considering who should invest in your company.
- ⇒ **Seed Capital Funds** may assist your financial goals through funding in the form of loans and equity. **SC Launch!** offers technology-based companies commercialization support and guidance, as well as up to \$200K in seed funding. www.SCLaunch.org
- ⇒ **Angel Networks** are a good place to begin your search for funding. They are member-driven organizations that work to help support high-growth economic development in the region.

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FINANCING YOUR SMALL BUSINESS RESOURCES

COMMUNITY DEVELOPMENT CORPORATIONS

Appalachian Development Corporation

David Mueller
Executive Director
30 Century Circle
P.O. Box 6668
Greenville, SC 29606
Phone: (864) 382-2351

Email: Mueller@appalachiandevelopmentcorp.com

Web: www.scacog.org/finance/adc.htm

This corporation was organized for the purpose of furthering economic development and social welfare in its respective counties through a variety of service providers and business lending programs. Some of the ADC programs can be used statewide such as the SBA fixed asset program and the USDA Business and Industry Program. Loan size can be from \$5,000 to \$5,000,000 depending on the program.

Catawba Regional Development Corporation (CRDC)

(Serving Chester, Lancaster, Union and York Counties)

Randy Imler
215 Hampton Street, Suite 200
P.O. Box 450
Rock Hill, SC 29731
Phone: (803) 327-9041
Fax: (803) 327-1912

Email: rimler@catawbacog.org

Web: www.catawbacog.org/businessloans.asp

CRDC is a nonprofit corporation established to provide supplemental government financing for new or expanding businesses in its representative counties, as well as provide assistance to startup and expanding businesses through a variety of programs.

Santee-Lynches Regional Development Corporation, Revolving Loan Fund (RLF)

Walter Dunlap
Development Banking Director
36 W Liberty Street
P.O. Drawer 1837
Sumter, SC 29151-1837
Phone: (803) 775-7381
Fax: (803) 773-9903
Email: slrdc@slcog.org
Web: www.slcog.org

This corporation administers a RLF, a locally controlled source of capital intended to assist startups and growing businesses. It is used primarily as gap financing to help leverage private sector loans and investments to fulfill an applicants' total capital needs companies to promote the economic development goals of the state.

COUNCILS OF GOVERNMENT

South Carolina's Councils of Governments (COG) efforts include focusing on regional planning, keeping track of all types of statistical information, obtaining and administering grants, and supporting regional economic development.

Berkeley-Charleston-Dorchester (BCD) Council of Governments, Revolving Loan Fund (RLF)

(Serving Berkeley, Charleston and Dorchester Counties)

Jacquelyn Dickerson Ideozu
Community/Economic Development Specialist
1362 McMillan Avenue, Suite 100
N. Charleston, SC 29405
Phone: (843) 529-0400
Fax: (843) 529-0305
Email: jacquelynd@bcdcg.com
Web: www.bcdcg.com

Lower Savannah Council of Governments, Economic Development, Revolving Loan Fund

(Serving Aiken, Allendale, Bamberg, Barnwell, Calhoun, and Orangeburg Counties)
Frances Proveaux
Finance Manager
P.O. Box 850
Aiken, SC 29802
Phone: (803) 649-7981
Fax: (803) 649-2248
Email: fproveaux@lscog.org
Web: www.lscog.org

Pee Dee Regional Council of Governments, Revolving Loan Fund

(Serving Chesterfield, Darlington, Dillon, Florence, Marion and Marlboro Counties)
Phillip C. Goff, Assistant Executive Director and Economic Development Director
Glenn C. Lane, Public Administration Specialist and RLF Loan Officer
P.O. Box 5719
Florence, SC 29502
Phone: (843) 669-3138
Fax: (843) 669-4392
Email: gclane@peedeecog.org / pcgoff@peedeecog.org
Web: www.peedeecog.org/service.html

Upper Savannah Council of Governments, Revolving Loan Fund

(Serving Abbeville, Edgefield, Greenwood, Laurens, McCormick and Saluda Counties)
Sam Leaman
Assistant Director
P.O. Box 1366

Greenwood, SC 29648
Phone: (864) 941-8056 / (800) 922-7729
Fax: (864) 941-8090
Email: sleaman@uppersavannah.com
Web: www.uppersavannah.com

Waccamaw Regional Council of Governments, Revolving Loan Fund

(Serving Georgetown, Horry and Williamsburg Counties)
David M. Essex
Executive Director
1230 Highmarket Street
Georgetown, SC 29440
Phone: (843) 546-8502
Fax: (843) 527-2302
Email: dessex@wrcog.org
Web: www.wrcog.org

EQUITY FINANCING

Charleston Angel Partners (CHAP)

Andrea Marshall
Executive Administrator
The Tate Center for Entrepreneurship
College of Charleston
5 Liberty Street
Charleston, SC 29424

Phone: (843) 881-5623
Email: andrea@charlestonangels.com
Web: www.chapsc.com

CHAP is an organization composed of Charleston business professionals who screen and evaluate qualified startups looking for seed capital to support economic growth of the region.

InvestSC, S.C. Venture Capital Program

Harry Huntley
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0627
Fax: (803) 737-0628

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Email: hhuntley@investsc.org

InvestSC was formed for the purpose of assisting the Venture Capital Authority in meeting the goals and objectives of the program. It consists of four capital funds chosen to invest in South Carolina-based

Palmetto Investments & Exchange Group, LLP

George Magrath
General Partner
Charleston, SC

Email: www.palmettoinvestments.com

Web: info@palmettoinvestments.com

Palmetto" is a private investment group founded in 2006 and managed by partners in Charleston. Palmetto invests in select public companies and in small, private companies with tremendous growth potential.

SCLaunch!

Greg Hillman
Director

1330 Lady Street, Suite 505
Columbia, SC 29201

Phone: (843) 760-3280

Email: Greg.Hillman@SCRA.org

Web: www.sclaunch.org

SCLaunch! accelerates entrepreneurial growth for advanced technology startups by providing seed-funding of up to \$200,000 in loans or investments, ongoing mentoring and business counseling, and access to Resource Network Services.

Upstate Carolina Angel Network

Matt Dunbar

Managing Director

411 University Ridge, Suite 211
Greenville, SC 29601

Email: matt@upstateangels.org

Web: www.upstateangels.com

The Upstate Carolina Angel Network, LLC (UCAN) is a group of accredited investors located in Upstate South Carolina who invest in and support start-up and early-stage, high-growth businesses in the Southeastern United States. Our members possess a broad array of business experiences and skills they bring to bear in helping to screen and evaluate potential portfolio companies. They also serve as a valuable resource for guidance and advice to entrepreneurs and their businesses once an investment is made. Since its inception in 2008, UCAN has invested \$5.6 million in 22 companies.

OTHER GOVERNMENT FINANCING (LOANS)

City of Columbia

Office of Business Opportunities

Josephus Howard
Business Loan Officer
1225 Lady Street, 1st Floor
Columbia, SC 29201

Phone: (803) 545-3957

Fax: (803) 255-8912

Email: jhoward@columbiasc.net

Web: www.columbiacool.biz

Charleston Local Development Corporation

Sharon A. Brennan
Executive Director
75 Calhoun Street, Third Floor
Charleston, SC 29401

Phone: (843) 724-3704

Fax: (843) 724 7354

Email: sharon@charlestonlfdc.com

Web: www.charlestonlfdc.com

The LDC is an alternative lender that fosters economic development by promoting and assisting in the creation, growth and development of small business concerns through its technical and financial assistance programs. Its service area encompasses Charleston, Berkeley, Dorchester, and Colleton counties.

South Carolina Jobs-Economic Development Authority (JEDA)

Harry Huntley
Executive Director
1201 Main Street, Suite 1600
Columbia, SC 29201

Phone: (803) 737-0627

Fax: (803) 737-0628

Web: www.scjeda.com

JEDA's mission is to promote the business and economic welfare of South Carolina by assisting in the financing of public and private projects throughout the state. JEDA serves as a statewide conduit issuer of special obligation revenue bonds and acts on behalf of the borrower to access financial markets and capital.

S.C. Capital Access Program (SC CAP)

Edwin O. Lesley
President and Treasurer
Business Development Corporation of SC
111 Executive Center Drive

Enoree Building, Suite 225

Columbia, SC 29210

Phone: (803) 744-0312, Ext. 119

Fax: (803) 744-0612

Email: edwinlesley@businessdevelopment.org

Web: www.businessdevelopment.org/sccap.php

SC CAP is used to promote economic development and job creation through small business in South Carolina by providing financial institutions with a flexible non-bureaucratic resource.

U.S. Department of Agriculture (USDA) Business and Industry (B&I) Guaranteed Loan Program

Gregg White
Program Director USDA
Strom Thurmond Building
1835 Assembly Street, Room 1007
Columbia, SC 29201

Phone: (803) 765-5881

Fax: (803) 253-3180

Email: Gregg.White@sc.usda.gov

Web: www.rurdev.usda.gov/sc/

The USDA B&I Guaranteed Loan Program helps to create jobs and stimulates rural economic by providing financial banking for rural businesses. The program provides up to 80 percent of a loan made by a commercial lender.

U.S. Small Business Administration (SBA) Loan Programs

Lois Johnson
Lender Relations Officer
South Carolina Office
1835 Assembly Street, Room 1425
Columbia, SC 29201

Phone: (803) 253-3360

Fax: (803) 765-5962

Email: mae.johnson@sba.gov

Web: www.sba.gov/sc/

SBA's loan programs provide long-and short-term loans for small businesses that might not qualify through normal lending channels.

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NON-PROFIT LENDING INSTITUTIONS

Business Carolina, Inc. (BCI)

Edward C. Kesser
Senior Vice President – Lending
1523 Huger Street, Suite A
Columbia, SC 29201
Phone: (803) 461-3831
Fax: (803) 461-3819
Email: ekesser@bcilending.com
Web: www.bcilending.com

BCI provides financial assistance for the expansion and purchase of fixed assets (such as real estate or equipment), business acquisitions, replenishing working capital, and debt restructuring for owner-managed businesses throughout the Southeast.

Business Development Corporation (BDC) of South Carolina

J Connally Bradley
Senior Vice President
P.O. Box 21823
Columbia, SC 29221
Phone: (803) 744-0308
Fax: (803) 744-0608
Email: cbradley@BDCofSC.org
Web: www.BDCofSC.org

BDC is a non-bank commercial lending company specializing in the SBA 7(a) loan guaranty program.

Provident Business Financial Services

Keith Black
President & CEO
3937 Sunset Boulevard, Suite D
W. Columbia, SC 29169
Phone: (803) 791-0071
Fax: (803) 233-7589
Email: kblack@providentbfs.com
Web: www.providentbfs.com

Provident provides fixed asset financing for land, building and equipment throughout SC to small business. Our fixed rate, 20 year loans can accommodate projects between \$300K to \$20 million.

MARKETING AND GROWING YOUR BUSINESS

In today's competitive marketplace, success is dependent upon clear and consistent marketing plans that make a business' products and/or services stand out from the competition. This section highlights public sector marketing resources available throughout the state.

CREATING A MARKETING PLAN

- ◆ Make a list of your businesses goals, strengths and weaknesses.
- ◆ Analyze potential customer base for particular products.
- ◆ Consider product advantages and how they will be leveraged.
- ◆ Determine a pricing strategy for services and products.
- ◆ Create promotional programs, media outreach and advertising to reach preferred customer base.
- ◆ Evaluate short and long-term goals to ensure the best results.

HOW TO MARKET YOUR BUSINESS

- ⇒ **Market your business** through print, Web and radio media if possible. This can be done through purchasing advertising or via strategic public relations. Convince the customer why your company and your services would be their optimal choice. If your budget allows, utilize the services of a marketing firm to get your plan started.
- ⇒ **Target customers** that are most likely to benefit from your services and will provide you with the most sales.
- ⇒ **Understand market size and trends** that will affect your customer base.
- ⇒ **Know your competition** by realistically assessing and comparing your strength and weaknesses. Compare products, services and performance.

STATE AND FEDERAL CONTRACTING

- ⇒ Materials Management Office (MMO)
- ⇒ Procurement Technical Assistance Centers (PTAC)
- ⇒ The FedBizOpps for Federal Business Opportunities
- ⇒ The Carolinas' Minority Supplier Development Council
- ⇒ The Minority Business Enterprise Center of South Carolina

GROW YOUR BUSINESS THROUGH THE BUYSC PROGRAM

BuySC is a product, material and service locator program designed to help new and existing South Carolina companies connect with South Carolina vendors and suppliers. The program utilizes resources from the South Carolina Department of Commerce, the South Carolina Technical College System, economic development allies, and national databases to match a company's needs with in-state resources.

BuySC relies on extensive knowledge of the state's existing supply chains, and works in concert with numerous economic development allies, which receive in-state supplier inquiries, to best serve a company's needs. To learn how **BuySC** can help your business grow, visit www.SCBizNetwork.com.

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BuySC Program

South Carolina Department of Commerce
Business Services Department
Phone: ((803) 737-0601
Email: BuySC@SCcommerce.com
Web: www.SCBizNetwork.com

Clemson Institute for Economic and Community Development (CIECD)

Paul "Mac" Horton, Ph.D.
Director and Associate Dean of
Community Development
South Carolina Rural Development
Council
900 Clemson Road
Columbia, SC 29229
Phone: (803) 788-5700
Email: mhorton@clemson.edu
Web: www.clemson.edu/sandhill/
CIECD offers Small Business and Marketing Plan classes from various curriculums including FastTrac GrowthVenture, FastTrac Techventure and eCom-merceSC.

ECI-Find New Markets

Fred Monk
President
P.O. Box 12186
Columbia, SC 29211
Phone: (803) 255-2623
Phone: (803) 777-1177
Email: fmonk@findnewmarkets.com
Web: www.findnewmarkets.com

South Carolina Women's Business Center

Christie McConnell
Program Director
129 Cannon Street
Charleston, SC 29403
Phone: (843) 763-7333
Email: Christie@SCWBC.net
Web: www.scwbc.net

Materials Management Office (MMO)

John Stevens
1201 Main Street, Suite 600
Columbia, SC 29201
Phone: (803)-737-0600
Fax: (803)-737-0639
Web: www.procurement.sc.gov

STATE CONTRACTING RESOURCES

Materials Management Office (MMO)

John Stevens
1201 Main Street, Suite 600

Columbia, SC 29201
Phone: (803) 737-0600
Fax: (803) 737-0639
Email: jrstevens@mmo.sc.gov
Web: www.procurement.sc.gov

State Engineer's Office

John St. C. White, PE
State Engineer and CPO of Construction
1201 Main Street, Suite 600
Columbia, SC 29201
Phone: (803) 737-0768
Email: JWhite@mmo.sc.gov

INTERNATIONAL TRADE RESOURCES

City of Columbia

Office of Economic Development
James B. Gambrell
Director
1201 Main Street, Suite 250
Columbia, SC 29201
Phone: (803) 734-2700
Fax: (803) 734-2702
Email: jgambrell@columbiasc.net
Web: columbiascdevelopment.com

SBA Export Trade Finance Officer

Dan Holt
521 E Morehead Street, Suite 435
Charlotte, NC 28202
Phone: (704) 333-4886
Fax: (704) 332-2681
Email: dan.holt@trade.gov

South Carolina Department of Commerce

Clarke Thompson
Export Development
1201 Main Street, Suite 1600
Columbia SC 29201
Phone: (803) 737-0438
Fax: (803) 737-3818
Email: cthompso@SCcommerce.com
Web: www.SCcommerce.com

South Carolina Minority Business Enterprise Center

Dawn Jennings
Project Administrator
400 Percival Road
Columbia, SC 29206
Phone: (803) 743-1154
Fax: (803) 743-1162
Email: djennings@scmbec.com
Web: www.scmbec.com

Carolinas Minority Supplier Development Councils, Inc. (CMSDC)

Evette Beckett-Tuggle
President
200 S Tryon 10th floor, Suite 1000
Charlotte, NC 28202
Phone: (704) 549-1000
Fax: (704) 549-1616
Email: EBeckett-Tuggle@carolinasmcdc.org
Web: www.carolinasmcdc.org

U.S. Department of Commerce, U.S. Commercial Service, U.S. Export Assistance Centers (USEAC)

Web: www.buyusa.gov/southcarolina

Midlands Office

Dorette Coetsee
Director
US Commercial Service-South Carolina
USC Moore School of Business
1705 College Street, Suite 607
Columbia, SC 29208
Mobile: (803) 397-4590
Phone: (803) 777-2571
Fax: (803) 777-2615
Email: Dorette.Coetsee@trade.gov

Amy Thomson
Senior International Trade Specialist
Columbia US Export Assistance Center
USC Moore School of Business
1705 College Street, Suite 607
Columbia, SC 29208
Phone: (803) 777-2563
Mobile: (803) 920-9049
Fax: (803) 777-2615
Email: Amy.Thomson@trade.gov

Charleston Office

Phil Minard
International Trade Specialist
Charleston US Export Assistance Center
1362 McMillan Avenue, Suite 100
N. Charleston, SC 29405
Phone: (843) 746-3404
Fax: (843) 529-0305
Email: Phil.Minard@trade.gov

Greenville Office

Denis Csizmadia, Manager
Greenville US Export Assistance Center
Buck Mickle Center at Greenville Technical College
216 Pleasantburg Drive
Greenville, SC 29607
Phone: (864) 250-8429
Fax: (864) 250-6729
Email: denis.csizmadia@trade.gov
Web: <http://export.gov>

WORKFORCE DEVELOPMENT

The South Carolina Department of Commerce is committed to ensuring that South Carolinians have the education and training necessary to fill the most in-demand jobs. This section provides valuable insight into workforce resources offered by the South Carolina Department of Employment & Workforce.

THE WORKFORCE DIVISION CAN ASSIST WITH:

- ◆ Finding qualified employees
- ◆ Employee retention
- ◆ Human resources set-up
- ◆ Training programs through the Technical/Community Colleges
- ◆ Management training
- ◆ Apprenticeships through the Apprenticeship Carolina Program

Incumbent Worker Training

Funds may be available to train current employees to meet changing skill requirements due to new technology, restructuring, new product lines and many other factors. An employer match is required. Funding priority is given to training that will lead to significant upgrades in employee skills or wages, or that will result in layoff aversion and better retention opportunities. Funding for this program is allocated annually.

On-the-Job Training

May provide reimbursement for up to 50-75 percent (depending on the size of the business) of the wage rates for new hires that are trained on-site. These funds help offset the costs of training and the related supervision. The length of the reimbursement is based on occupation, the content of the training and the prior work experience of the new hire.

readySC™

The readySC™ program, offered through the South Carolina Technical College System, can coordinate training needs at no cost for eligible new or expanding companies throughout the state. The program works with the state's 16 technical colleges to develop training curriculum tailored to meet a company's workforce requirements. More than a quarter million workers have been trained since the program's inception. www.readysc.org

Apprenticeship Carolina Program

Apprenticeship Carolina's primary mission is to ensure that all employers in South Carolina have access to the information and technical assistance they need to create their own demand-driven registered apprenticeship programs by working with the 16 technical colleges across the state. www.sctechsystem.edu/ApprenticeshipCarolina

WorkReady SC Initiative

The WorkReady SC initiative provides a common language defining skill levels for South Carolina employers and job seekers and provides credentials for South Carolina workers. It is based on the WorkKeys® Job Skills Assessment System. The system connects work skills, training and testing for education and employers; makes it easier to meet the requirements of federal programs and legislation; supports economic and workforce development programs and is the basis for the National Career Readiness Certificate. www.WorkReadySC.com

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WORKFORCE DEVELOPMENT RESOURCES

**University of South Carolina (USC),
Daniel-Mickel Center for Executive Education**
Jacqueline S. Hunt
Events and Facilities Management
1705 College Street
Columbia, SC 29208
Phone: (803) 777-2146
Fax: (803) 777-4447
Email: jacqueline.hunt@moore.sc.edu
Web: www.mooreschool.sc.edu/moore/dmc

LOCAL WORKFORCE INVESTMENT AREAS

Contact your local Workforce Investment Area to get started. For more information, visit www.WorkforceSouthCarolina.com.

Berkeley-Charleston-Dorchester Council of Governments

(Serving Berkeley, Charleston, Dorchester Counties)
Ronald E. Mitchum
Executive Director
1362 McMillan Avenue, Suite 100
N. Charleston, SC 29405
Phone: (843) 529-0400
Fax: (843) 529-0305
Email: ronm@bcdcg.com
Web: www.bcdcg.com

Catawba Regional Council of Governments

(Chester, Lancaster, York Counties)
Nicole Lawing
Workforce Development Administrator
P.O. Box 450
Rock Hill, SC 29731
Phone: (803) 327-9041
Fax: (803) 327-1912
Email: nlawing@catawbacog.org
Web: www.catawbacog.org

Central Midlands Council of Governments

(Serving Lexington, Richland, Newberry, Fairfield Counties)
Norman Whitaker
Executive Director
236 Stoneridge Drive
Columbia, SC 29210
Phone: (803) 376-5390
Fax: (803) 376-5394
Email: nwhitaker@centralmidlands.org
Web: www.centralmidlands.org

Greenville County Workforce Development Board

Dean Jones
Workforce Development Administrator
301 University Ridge, Suite 1500
Greenville, SC 29601-3665
Phone: (864) 467-3605
Fax: (864) 467-3603
Email: dejones@greenvillecounty.org
Web: www.greenvillewib.com

Lowcountry Council of Governments

(Beaufort, Colleton, Hampton, Jasper Counties)
James (Jamie) Wood
Workforce Development Administrator
P.O. Box 98
Yemassee, SC 29945
Phone: (843) 726-5536
Fax: (843) 726-5165
Email: jwood@lowcountrycog.org
Web: www.lowcountryworkforce.org

Lower Savannah Council of Governments

(Aiken, Allendale, Bamberg, Barnwell, Calhoun, Orangeburg Counties)
Samuel "Sam" R. Jordan
Workforce Development Administrator
P.O. Box 850
2748 Wagener Road
Aiken, SC 29802-0850
Phone: (803) 649-7981
Fax: (803) 649-2248
Email: sjordan@lscog.org
Web: www.lswia.org

Midlands Workforce Development Board

(Fairfield, Lexington, Richland Counties)
Bonnie Austin
Workforce Development Administrator
100 Executive Center Drive, Suite 218
Columbia, SC 29210
Phone: (803) 744-1670 ext. 101
Fax: (803) 744-1671
Email: baustin@mwddb.org
Web: www.midlandsworkforce.org

Pee Dee Regional Council of Governments

(Chesterfield, Darlington, Dillon, Florence, Marion, Marlboro)
Joette Dukes
Workforce Development Administrator
P.O. Box 5719
Florence, SC 29502
Phone: (843) 669-3138

Fax: (843) 679-3743
Email: jdukes@sc.rr.com
Web: www.peedeewib.org

Santee Lynches Regional Council of Governments

(Clarendon, Kershaw, Lee, Sumter Counties)
Les Thompson
Workforce Development Administrator
P.O. Box 1837
Sumter, SC 29151
Phone: (803) 775-7381
Fax: (803) 773-9903
Email: ltompson@slcog.org
Web: www.slworkforcedev.org

Upper Savannah Council of Governments

(Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry, Saluda) Sandra Johnson
WIA Administrator
P.O. Box 1366
Greenwood, SC 29648
Phone: (864) 941-8055
Fax: (864) 941-8090
Email: sjohnson@uppersavannah.com
Web: www.us1stops.com

Upstate Workforce Investment Board

(Cherokee, Spartanburg, Union Counties)
Ann Fesperman Angermeier
Executive Director
145 N Church Street
Spartanburg, SC 29306
Phone: (864) 596-2028
Fax: (864) 596-2199
Email: angermeier@upstatewib.org
Web: www.upstatewib.org

Waccamaw Regional Council of Governments

Denise Day
Workforce Development Administrator
200 N Fraser Street
Georgetown, SC 29440
Phone: (843) 546-4231
Fax: (843) 520-0642
Email: deniseday@wrcog.org
Web: www.wrcog.org

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WorkLink Workforce Investment Board

(Anderson, Oconee, Pickens Counties)
Nita Colman

Executive Director

511 Westinghouse Road
Pendleton, SC 29670

Phone: (864) 646-1548

Fax: (864) 646-2814

Email: ncolman@worklinkweb.com

STATE BOARD FOR TECHNICAL & COM-
PREHENSIVE EDUCATION/SOUTH
CAROLINA TECHNICAL AND COMMU-
NITY COLLEGE SYSTEM

readySC™

**Division of Economic Development
& Workforce Competitiveness**

South Carolina Technical College System
Ed Richardson

Associate Vice President

111 Executive Center Drive
Columbia, SC 29210

Phone: (803) 896-5331

Web: www.readysc.org

Apprenticeship Carolina

**Division of Economic Development
& Workforce Competitiveness**

SC Technical College System

Brad Neese

Director

111 Executive Center Drive
Columbia, SC 29210

Phone: (803) 896-5736

Email: Neese@sctechsystem.edu

Web: www.apprenticeshipcarolina.com

SC Technical College System

Darrel Staat

President

111 Executive Center Drive
Columbia, SC 29210

Phone: (803) 896-5280

Web: www.sctechsystem.edu

SOUTH CAROLINA TECHNICAL
COLLEGE SYSTEM

Aiken Technical College

Dr. Gemma Frock

Vice President of Education and Training
Development

P.O. Drawer 696

Aiken, SC 29802-0696

Phone: (803) 593-9954 ext. 1226

Fax: (803) 594-9461

Email: frock@atc.edu

Web: www.atc.edu

Central Carolina Technical College

Jack Neal

Dean, Industrial & Engineering Technology
& Workforce Development

506 N Guignard Drive

Sumter, SC 29150

Phone: (803) 778-7814

Fax: (803) 778-7848

Email: nealej@cctech.edu

Web: www.cctech.edu

Denmark Technical College

Robert Brown

Associate Vice President for

Economic and Workforce Development
P.O. Box 327

Denmark, SC 29042

Phone: (803) 793-5162

Fax: (803) 793-5156

E-mail: BrownR@denmarktech.edu

Web: www.denmarktech.edu

Florence-Darlington Technical College

Jack Roach

Director of Southeastern Institute of
Manufacturing and Technology

P.O. Box 100549

Florence, SC 29502

Phone: (843) 413-2705

Fax: (843) 413-2717

Email: Jack.Roach@Simt.com

Web: www.simt.com

Greenville Technical College

Cynthia Eason

Vice President, Corporate & Economic
Development

P.O. Box 5616

Greenville, SC 29607

Phone: (864) 250-8601

Fax: (864) 250-8477

Email: Cynthia.eason@gvltec.edu

Web: www.gvltec.edu

Horry-Georgetown Technical College

Gregory Mitchell

Vice President, Workforce Development &
Continuing Education

P.O. Box 261966

Conway, SC 29528

Phone: (843) 477-2032

Fax: (843) 232-1106

Email: greg.mitchell@hgtc.edu

Web: www.hgtc.edu

Midlands Technical College

Barrie Kirk

Associate Vice President,
Corporate & Continuing Education
& Economic Development

151 Powell Road

Columbia, SC 29203

Phone: (803) 691-3875

Fax: (803) 691-3918

Email: KirkB@midlandstech.edu

Web: www.mtctraining.com

Northeastern Technical College

Sherrie Chapman

Dean of Continuing Education

1201 Chesterfield Hwy

Cheraw, SC 29520

Phone: (843) 921-6922

Fax: (843) 921-1479

Email: schapman@netc.edu

Web: www.netc.edu

Orangeburg-Calhoun Technical College

Dr. Rebecca Battle-Bryant

Associate Vice President, Career Training
& Development

3250 St. Matthews Road NE

Orangeburg, SC 29118

Phone: (803) 535-1231

Fax: (803) 535-1238

Email: Battle-BryantR@OCtech.edu

Web: www.octech.edu

Piedmont Technical College

Rusty Denning

Associate Vice President of Continuing
Education & Economic Development

P.O. Drawer 1467

Greenwood, SC 29648

Phone: (864) 941-8417

Fax: (864) 941-8777

Email: denning.r@ptc.edu

Web: www.ptc.edu

Spartanburg Community College

Mike Forrester

Director

Corporate and Community Education
Director Economic Development

P.O. Box 4386

Spartanburg, SC 29305

Phone: (864) 592-4805

Fax: (864) 592-4609

Email: forresterm@sccsc.edu

Web: www.sccsc.edu

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Corporate and Community Education
Director Economic Development
P.O. Box 4386
Spartanburg, SC 29305
Phone: (864) 592-4805
Fax: (864) 592-4609
Email: forresterm@scsc.edu
Web: www.scsc.edu

Rock Hill, SC 29730
Phone: (803) 325-2873
Fax: (803) 981-7327
Email: JZukowski@YorkTech.com
Web: www.yorktech.com

Technical College of the Lowcountry
Nancy Weber
Vice President for Continuing Education
and Institutional Advancement
921 S Ribaut Road
P.O. Box 1288
Beaufort, SC 29901
Phone: (843) 525-8226
Fax: (843) 525-8362
Email: nweber@tcl.edu
Web: www.tcl.edu

Tri-County Technical College
Rich Cothran
Dean of Corporate & Community Learning
P.O. Box 587
Pendleton, SC 29670
Phone: (864) 646-1701
Fax: (864) 646-1897
Email: rcothran@tctc.edu
Web: www.tctc.edu/learn

Trident Technical College
Skip Godow
Vice President, Continuing Education
& Economic Development
P.O. Box 118067
Charleston, SC 29423-8067
Phone: (843) 574-6022
Fax: (843) 574-6470
Email: skip.godow@tridenttech.edu
Web: www.tridenttech.edu

Williamsburg Technical College
Kenneth Wooten
Director of Continuing Education
601 Martin Luther King Jr. Avenue
Kingstree, SC 29556-4103
Phone: (843) 355-4150
Fax: (843) 355-4298
Email: wootenk@wiltech.edu
Web: www.wiltech.edu

York Technical College
Dr. Joanne Zukowski
Associate Vice President of Economic &
Workforce Development
452 S Anderson Road

BUSINESS OPERATIONS

Many issues must be addressed when running a business – from insurance to process improvements, to taxes and supply chain relationships. Business operations are all activities associated with running a business that produce value for the business. Generating revenue efficiently and effectively is a vital part of owning and running a business – which makes it extremely important to consider all aspects of running a business when building a business plan.

THINGS TO CONSIDER:

- ◆ Insurance to protect businesses as well as employees.
- ◆ Business tax filings and Certified Public Accountants.
- ◆ Operating efficiently and staying profitable.
- ◆ Energy costs and how businesses can reduce them.
- ◆ Business continuity and disaster planning. How will the business recover?
- ◆ Can a recycling program help your business?

BUSINESS OPERATIONS RESOURCES

- ⇒ **Insurance:** Consider and research the different types of insurance related to running a business – Property & Casualty, Employee Health and Workers' Compensation to name a few. The **South Carolina Insurance News Service** provides insurance related information from around the state and country for business owners. Learn more at www.scinsnews.com.
- ⇒ **Taxes:** It is important to develop a good working relationship with your accountant. Your accountant should be familiar with key tax dates and the necessary documentation. For more information, contact a local **IRS tax office**, the **South Carolina Department of Revenue** or the **South Carolina Business One Stop**. www.irs.gov, www.scbos.com
- ⇒ **Process Improvement/Operational Efficiency:** South Carolina's Manufacturing Extension Partnership (MEP) and other industry related organizations are available to help with process improvement and operational efficiency. For more information about how MEP can help your business, visit www.scmep.org.

RECYCLING WORKS – BUSINESS RECYCLING OPPORTUNITIES IN SOUTH CAROLINA

Recycling can save your business money in avoided disposal costs – and may even produce revenue. Recycling also saves energy and natural resources. The **South Carolina Smart Business Recycling Program** provides free, confidential, non-regulatory technical assistance on recycling, waste reduction, beneficial reuse and other ways for businesses to conserve resources and improve their bottom line. The South Carolina Department of Commerce's easy-to-use **Recycling Business Directory** provides convenient search features that allow users to find outlets for recycling commodities.

For more information on recycling, visit the recycling section of www.SCBizNetwork.com, or the South Carolina Smart Business Recycling Program at www.scdhec.gov/environment/lwm/recycle/index.htm.

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Internal Revenue Service (IRS)

Nivia Hayes
Senior Tax Specialist
SBSE Stakeholders Liaison
1835 Assembly Street, MDP-26
Columbia, SC 29201
Phone: (803) 253-3031
Fax: (803) 765-5055
Email: Nivia.hayes@irs.gov
Web: www.irs.gov/businesses/index.html

Other helpful IRS resources:

- *Business and Specialty Helpline:*
1 (800) 829-4933
- *Electronic Federal Tax Payment System:*
www.eftps.gov or 1 (800) 555-4477
- *Tax Forms and Publications:* www.irs.gov/formspubs or 1 (800) 829-3676

Emergency Support Function

Business & Industry
State Warning Point
Chuck Bundy
Phone: (803) 737-0440
Email: cbundy@SCcommerce.com

South Carolina Department of Health and Environmental Control- Green Hospitality Program

Elizabeth Rosinski
Program Coordinator
2600 Bull Street-Bureau of Land and Waste Management
Columbia, SC 29201
Phone: (803) 896-4238 or (800) 768-7348
Email: rosinsev@dhec.sc.gov
Web: www.scdhec.gov/environment/lwm/recycle/green_hospitality

This program is a free, voluntary program designed to help South Carolina's hospitality industry reduce the environmental impact of its operations and incorporate environmental stewardship and sustainability in its business practices. It also promotes and recognizes hotels, restaurants and other hospitality facilities for their environmentally conscious practices.

South Carolina Department of Health and Environmental Control—South Carolina Materials Exchange

Eric Melaro
Program Coordinator
2600 Bull Street
Columbia, SC 29201
Phone: (803) 896-4231
Email: scme@dhec.sc.gov
Web: scdhec.gov/scme

The Exchange is a free, web-based service that seeks to reduce waste by facilitating the exchange of reusable materials by businesses, non-profit institutions and government agencies.

South Carolina Department of Health and Environmental Control- Smart Business Recycling Program

Elizabeth Rosinski
Program Coordinator
2600 Bull Street-Bureau of Land and Waste Management
Columbia, SC 29201
Phone: (803) 896-4238 or (800) 768-7348
Email: smartbiz@dhec.sc.gov
Web: www.scdhec.gov/environment/lwm/recycle/smart_business/index.htm

This program provides free, confidential, nonregulatory technical assistance on recycling, waste reduction, beneficial reuse and other ways for businesses to conserve resources and improve their bottom line.

South Carolina Department of Insurance

Ann Roberson
Public Information Director
1201 Main Street, Suite 1000
Columbia, SC 29201
Phone: (803) 737-6160
Fax: (803) 737-6205
Email: info@doi.sc.gov
Web: www.doi.sc.gov

South Carolina Insurance News Service

Russ Dubisky, Executive Director
1301 Gervais Street, Suite 715
Columbia, SC 29201
Phone: (803) 252-3455
Fax: (803) 779-0189
Email: russd@scinsnews.com
Web: www.scinsnews.com

South Carolina Manufacturing Extension Partnership (SCMEP)

John Irion, President
Chuck Spangler, Vice President
817 Calhoun Street
P.O. Box 7008
Columbia, SC 29201
Phone: (803) 252-6976 ext. 231
(864) 288-5687 ext. 210
Fax: (803) 254-8512
Email: jirion@scmep.org
cspangler@scmep.org
Web: www.scmep.org

RECYCLING RESOURCES

Asphalt Rubber Technology Service

David Wingard, Program Administrator
2002 Hugo Drive
Clemson University
Clemson, SC 29634
Phone: (864) 656-6799
Email: arts@ces.clemson.edu
Web: www.ces.clemson.edu/arts

The program promotes, designs, and tests the use of recycled scrap tires in rubberized asphalt and other civil infrastructure applications.

Carolina Recycling Association

Anna Shirley, Office Administrator
1600 West Washington Street
Greenville, SC 29602
Phone: (877) 972-0007
Email: anna@cra-recycle.org
Web: www.cra-recycle.org
This association provides education, marketing, and resource tools for the recycling industry.

Charleston Green Business Challenge

Carolee Williams, Project Manager
City of Charleston
75 Calhoun Street, Third Floor
Charleston, SC 29401
Phone: (843) 724-3776
Email: williamsc@charleston-sc.gov
Web: www.charleston-sc.gov/dept/content.aspx?nid=1446

The goals of Charleston's voluntary Green Business Challenge (GBC) are to improve the performance of commercial and institutional buildings and their operations through reducing energy and water consumption, and waste reduction. Businesses in the Charleston metro area sign up for annually to be a participant in the GBC.

City of Columbia Climate Protection Action Campaign

Mary Pat Baldauf, Sustainability Facilitator
Public Works Division
2910 Colonial Drive
Columbia, SC 29203
Phone: (803) 545-2722
Email: mpbaldauf@columbiasc.net
Web: www.coccpac.com
This initiative identifies measures that can be taken to reduce greenhouse gases and promote sustainability.

Energy Star

Phone: (888) 782-7937
Web: www.energystar.gov
This program provides information on energy efficient products and practices.

Habitat for Humanity ReStores

Web: www.habitat.org/env/restores.aspx
ReStores sell quality, used and surplus building materials at a fraction of normal prices.

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Keep America Beautiful

Phone: (203) 659-3000

Fax: (203) 659-3001

Email: info@kab.org

Web: www.kab.org

This organization forms public-private partnerships and programs that encourage individuals to take greater responsibility for improving their community's environment.

Keep the Midlands Beautiful

Jacqueline Buck, Executive Director

930 Richland Street

PO Box 1360

Columbia, SC 29202

Phone: (803) 733-1139

Email: info@Keepthemidlandsbeautiful.com

Web: www.Keepthemidlandsbeautiful.org/index.asp

This organization promotes litter prevention, recycling and beautification.

Palmetto Pride

Linda Shadel, Director of Operations

P.O. Box 50217

Columbia, SC 29250

Phone: (803) 758-6034

Toll-free: (877) 752-7733

Email: info@palmettopride.org

Web: www.palmettopride.org

This organization encourages individuals to take greater responsibility for enhancing their communities.

Recycling Market Development Advisory Council (RMDAC)

Chantal Fryer, Business Specialist

1201 Main Street, Suite 1600

Columbia, SC 29201

Phone: (803) 737-0477

Email: cfryer@SCcommerce.com

Web: www.SCcommerce.com

This 14 member, Governor-appointed council tracks the success and growth of the state's recycling industry and makes policy and program recommendations to the Governor and General Assembly.

Solid Waste Association of North America- South Carolina Chapter

Ed Marr, President

1600 West Washington Street

Greenville, SC 29602

Phone: (864) 232-6721

Email: emarr@ggsc.gov

Web: www.scswana.org

This organization helps to advance the practice of environmentally and economically sound management of municipal solid waste in North America.

Southeast Recycling Development Council

Will Sagar, Executive Director

102 College Station

Suite 3 #242

Brevard, NC 28712

(828) 507-0123

Email: will.sagar@serdc.org

Web: www.serd.org

This council's mission is to unite industry, government and non-government organizations to promote sustainable recycling in the Southeast.

South Carolina Biomass Council

John Boyd, Chair

PO Box 402

Columbia, SC 29201

Phone: (803) 540-7731

Email: jboyd@hsblawfirm.com

Web: www.scbiomass.org

This council serves as a resource for the public and decision-makers about the environmental and economic benefits of biomass energy.

South Carolina Business One Stop (SCBOS)

Helpline: (803) 898-5690

Email: scboshelp@scbos.com

Web: www.scbos.com

The official South Carolina business Web portal. It enables anyone with an existing business or anyone starting a new business to file permits, licenses, registrations, or pay taxes. From the convenience of your computer anytime, 24 hours a day- 7 days a week, you can take care of your important state filings, and pay for multiple filings and/or taxes with one credit, debit, or EFW payment.

South Carolina Department of Commerce Recycling Market Development Program

Chantal Fryer, Manager

Tonya Lott, Manager

1201 Main Street, Suite 1600

Columbia, SC 29201

Phone: (803) 737- 0477

Or (803) 737-0449

Email: CFryer@SCcommerce.com or

tlott@SCcommerce.com

Web: www.recyclinginsc.com

This program helps foster a thriving recycling economy in the state and promotes sustainable business practices for business, industry, government and other organizations.

South Carolina Department of Health and Environmental Control- Office of Solid Waste Reduction and Recycling

Richard Chesley, Section Manager- Education, Technical Assistance and Reporting Section

Jana White, Section Manager- Solid Waste Planning and Grants Section

2600 Bull Street

Columbia, SC 29201

Phone: (803) 896-4209

Email: cheslerl@dhec.sc.gov

Phone: (803) 896-4221

Email: whitejm@dhec.sc.gov

Web: www.scdhec.gov/environment/lwm/recycl

South Carolina Department of Health and Environmental Control- Smart Business Recycling Program

2600 Bull Street

Columbia, SC 29201

Phone: (800) 768-7348

Email: smartbiz@dhec.sc.gov

Web: www.scdhec.gov/smartbusiness

This program provides free, confidential, non-regulatory technical assistance on recycling, waste reduction, beneficial reuse and other ways for businesses to conserve resources and improve their bottom line.

South Carolina Department of Health and Environmental Control- Green Hospitality Program

Tiffany Jaspers, Program Coordinator

2600 Bull Street

Columbia, SC 29201

Phone: (803) 896-4223

Email: jasperta@dhec.sc.gov

Toll free: 1-800-768-7348

Web: www.scdhec.gov/environment/lwm/recycle/green_hospitality

This program is a free, voluntary program designed to help South Carolina's hospitality industry reduce the environmental impact of its operations and incorporate environmental stewardship and sustainability in its business practices. It also promotes and recognizes hotels, restaurants and other hospitality facilities for their environmentally conscious practices.

South Carolina Department of Health and Environmental Control South Carolina Materials Exchange

Web: www.scdhec.gov/environment/lwm/databases/scme

The Exchange is a free, Web-based service that seeks to reduce waste by facilitating the exchange of reusable materials by businesses, non-profit institutions and government agencies.

South Carolina Center for Environmental Sustainability

Christine Steagall, Unit Leader

2600 Bull Street

Columbia, SC 29201

Phone: (803) 896-8986

Email: steagac@dhec.sc.gov

Web: www.scdhec.gov/environment/admin/ces

The center helps companies improve their environmental performance by finding users for by-products, equipment and services that minimize waste and substitutes for hazardous materials..

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South Carolina Department of Health and Environmental Control- Center for Waste Minimization Index of Waste Minimization Resources

Web: www.scdhec.gov/environment/admin/CWM/CWMrindex.htm

This index provides users of company byproducts: equipment to help minimize waste, services to assist with waste minimization programs and substitutes for hazardous materials.

South Carolina Department of Health and Environmental Control- Small Business Environmental Assistance Program

Phyllis Copeland, Ombudsman
2600 Bull Street

Columbia, SC 29201

Phone: (803) 898-0415

Email: copelapt@dhec.sc.gov

Web: www.scdhec.gov/environment/baq/sbeap

This program provides free non-regulatory environmental permitting, compliance, education, outreach and advocacy assistance to businesses.

SC Recycling Council-RecyclonomicsSC

Chantal Fryer

1601 Assembly Street

PO Box 2166

Columbia, SC 29202

Phone: (803) 737-0449

Email: CFryer@SCcommerce.com

Web: www.recyclonomicsc.com

South Carolina Department of Revenue

301 Gervais Street

Columbia, SC 29201

Phone: (803) 898-5000 (General Info)

(803) 898-5709 (Income Tax Helpline)

(803) 898-5788 (Sales Tax Helpline)

Web: www.sctax.org

South Carolina Energy Office

1200 Senate Street

408 Wade Hampton Building

Columbia, SC 29201

Phone: (803) 737-8030

Fax: (803) 737-9846

Web: www.energy.sc.gov

The office provides technical assistance, audits, workshops, education materials, project grants, loans and rebates to help businesses, public entities and the public save energy and money.

South Carolina Green Building Directory

Phone: (843) 529-3416

Web: www.scgreenbuildingdirectory.org

This directory is a free online tool of green building resources. Established by the South Carolina Sustainability Institute, it provides information on products and services that support green practices in the state.

South Carolina Environmentally Preferred Purchasing Policy

Link: www.mmo.sc.gov/webfiles/MMO_POL_GD/2009-1.pdf

This initiative promotes and advances green purchasing among state government agencies. It also provides a guide for recycled products.

South Carolina Recycling Markets Directory

Tonya Lott, Manager

1201 Main Street, Suite 1600

Columbia, SC 29201

Phone: (803) 737-0449

Email: TLott@SCcommerce.com

Web: www.recyclinginsc.com/directory

This directory provides convenient search features allowing users to find outlets for recycling commodities.

South Carolina Sustainability Institute

Bryan Cordell, Executive Director

113 Calhoun St.

Charleston, SC 29401

Phone: (843) 529-3421 or (843) 529-3416

Email: director@sustainabilityinstitutesc.org

Web: www.sustainabilityinstitutesc.org

The institute helps homeowners, professionals and businesses transform their buildings into sustainable structures.

U.S. Green Building Council- South Carolina Chapter

Melissa Le Roy, Executive Director

1450 Fifth Street, W

N. Charleston, SC 29405

Phone: (843) 329-3131

Email: execdir@usgbcsc.org

Web: www.usgbc.org/index.php

This council provides courses and workshops on sustainable *building* design and construction, and also offers information on LEED certification.

U.S. Environmental Protection Agency- Region 4

Sam Nunn Atlanta Federal Center

61 Forsyth Street, SW

Atlanta, GA 30303

Phone: (404) 562-9900

Toll free: 1-800-241-1754

Web: www.epa.gov

This agency protects human health and the environment, develops and enforces regulations, provides grant opportunities and educational training.

LOCAL AREA & OTHER RESOURCES

A business' success is dependent upon strong business connections – especially local connections. South Carolina has numerous local resources available to help get businesses up and running, and to help existing companies remain successful. Local resources consist of organizations that have the ability to connect businesses and key allies in the industry, both at the community level and throughout the state.

⇒ **LOCAL ECONOMIC DEVELOPERS**

Local Economic Development professionals are employed by South Carolina counties and municipalities to provide assistance for business in their area. They work to promote and ensure the economic growth of their community and are available to assist any business.

⇒ **SOUTH CAROLINA REGIONAL ECONOMIC DEVELOPMENT ALLIANCES**

There are several economic development alliances within South Carolina. Each alliance services a particular region of the state, often combining the resources of several counties to promote growth. All are willing to assist companies relocating to or expanding within South Carolina.

⇒ **CHAMBERS OF COMMERCE AND OTHER BUSINESS ADVOCATE ORGANIZATIONS**

Chambers of Commerce around the state serve the business community in a variety of ways. They promote the economic growth of communities and generally represent the business interests of the communities they serve. Chambers provide valuable resources that can greatly benefit a business.

⇒ **COUNCIL OF GOVERNMENTS**

South Carolina Council of Governments (COGs) are essential in assisting local governments with both local and regional development plans within the state. There are ten COGs in South Carolina, each representing a multi-county planning district.

⇒ **SMALL BUSINESS DEVELOPMENT CENTERS**

Small Business Development Centers (SBDC) provide technical business planning assistance and offer programs to assist businesses interested in access to federal procurement opportunities. SBDCs also provide assistance for firms interested in or capable of participating in the Department of Defense's Small Business Innovation Research Program or Small Business Technology Transfer Program.

⇒ **SERVICE CORPS OF RETIRED EXECUTIVES**

The Service Corps of Retired Executives (SCORE) is a resource partner of the U.S. Small Business Administration, which provides business assistance with free private counseling and low-cost group workshops.

⇒ **INCUBATORS**

Business incubators are programs designed to assist in the successful development of entrepreneurial companies through a variety of business services and support. Incubators can help companies manage their business and provide valuable contacts that can accelerate any business.

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LOCAL AREA & OTHER RESOURCES

ADVOCACY ORGANIZATIONS

Lowcountry Manufacturers Council

Lindsay S. McDaniel
LMC Director
P.O. Box 61569
N. Charleston, SC 29419
Phone: (843) 574-6300
Fax: (843) 574-6776
Email: Lindsay@lmcsc.org
Web: www.lmcsc.org

SC Automotive Council SC Manufacturers Alliance

James Richter
1340 Bull Street
Columbia, SC 29201
Phone: (803) 799-9695
Email: James@myscma.com
Web: www.scautomotivecouncil.com
Web: www.myscma.com

National Federation of Independent Businesses

Benjamin N. Homeyer
State Director
PO Box 8881
Columbia, SC 29202-8881
Phone: (803) 254-1476
Web: www.nfib.com

South Carolina Chamber of Commerce

Otis B. Rawl, Jr.
President & Chief Executive Officer
1201 Main Street, Suite 1700
Columbia, SC 29201
Phone: (803) 799-4601
Fax: (803) 779-6043
Email: chamber@scchamber.net
Web: www.scchamber.net

South Carolina Manufacturers Alliance

Lewis F. Gossett
President and CEO
1340 Bull Street
Columbia, SC 29201
Phone: (803) 799-9695
Fax: (803) 771-8738
Email: gossett@myscma.com
Web: www.myscma.com

South Carolina Small Business Chamber of Commerce

Frank Knapp Jr.
President & CEO
1717 Gervais Street
Columbia, SC 29201
Phone: (803) 252-5733
Fax: (803) 799-0678

Email: sbchamber@scsbc.org
Web: www.scsbc.org

LOCAL CHAMBERS OF COMMERCE

Greater Abbeville Chamber of Commerce

Kacy Pearman
Executive Director
107 Court Square
Abbeville, SC 29620
Phone: (864) 366-4600
Fax: (864) 366-4068
Email: abvchamber@wctel.net
Web: www.abbevillescchamber.com

Greater Aiken Chamber of Commerce

David Jameson
President & CEO
P.O. Box 892
Aiken, SC 29802
Phone: (803) 641-1111
Fax: (803) 641-4174
Email: djameson@aikenchamber.net
Web: www.aikenchamber.net

Anderson Area Chamber of Commerce

Lee R. Luff, CCE, CAE
President
907 N Main Street, Suite 200
Anderson, SC 29621
Phone: (864) 226-3454
Fax: (864) 226-3300
Email: lluff@andersonscchamber.com
Web: www.andersonscchamber.com

Bamberg County Chamber

Demmie Raysor
Director
604 Airport Road
Bamberg, SC 29003
Phone: (803) 245-2099
Fax: (803) 245-2418
Email: info@bambergcountychamber.org
Web: www.bambergcountychamber.org

Barnwell County Chamber of Commerce

P.O. Box 898
Barnwell, SC 29812
Phone: (803) 259-7446
Fax: (803) 259-0030
Email: chamber@barnwellsc.com

Greater Batesburg-Leesville Chamber of Commerce

Monica Motes
P.O. Box 2178
Batesburg-Leesville, SC 29070
Phone: (803) 532-4339

Fax: (803) 532-3978
Email: blchamber@pbtscomm.net
Web: www.batesburg-leesville.org

Beaufort Regional Chamber of Commerce

Blakely Williams
President & CEO
P.O. Box 910
Beaufort, SC 29901
Phone: (843) 525-8500
Email: Blakely@beaufortsc.org
Web: www.beaufortchamber.org

Berkeley County Chamber of Commerce

Elaine Morgan
CEO
1004 Old Highway 52
Moncks Corner, SC 29461
Phone: (843) 761-8238
Fax: (843) 822-6491
Email: info@berkeleysc.org
Web: www.berkeleysc.org

Calhoun County Chamber of Commerce

Jane Dyches
Executive Director
Courthouse Annex, Suite 114
St. Matthews, SC 29135
Phone: (803) 655-5650
Fax: (803) 655-6110
Email: cjdyches@calhouncounty.sc.com
Web: www.calhouncountychamber.org

Greater Chapin Chamber of Commerce

Laura Howell
President & CEO
302 Columbia Avenue
Chapin, SC 29036
Phone: (803) 345-1100
Fax: (803) 345-0266
Email: director@chapinchamber.com
Web: www.chapinchamber.com

Charleston Metro Chamber of Commerce

Laura Williams
Entrepreneur Services Manager
P.O. Box 975
Charleston, SC 29402
Phone: (843) 577-2510
Fax: (843) 723-4853
Email: charlesvr@charlestonchamber.org
Web: www.charlestonchamber.net

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Greater Cheraw Chamber of Commerce

Phil Powell
President
221 Market Street
Cheraw, SC 29520
Phone: (843) 537-7681
Fax: (843) 537-5886
Email: cherawchamber@bellsouth.net
Web: www.cherawchamber.com

Cherokee County Chamber of Commerce

Kayla Robbs
Executive Director
225 S Limestone Street
Gaffney, SC 29340
Phone: (864) 489-5721
Fax: (864) 487-3399
Email: comcher@bellsouth.net
Web: www.cherokeechamber.org

Chester County Chamber of Commerce

Jim Fuller
President
P.O. Box 489
Chester, SC 29706
Phone: (803) 581-4142
Fax: (803) 581-2431
Email: preschamber@truvista.net
Web: www.chesterchamber.com

Greater Chesterfield Chamber of Commerce

Sharon Cassidy
Executive Director
P.O. Box 230
Chesterfield, SC 29709
Phone: (843) 623-2343
Fax: (843) 623-2424
Email: info@chesterfieldscchamber.com
Web: www.chesterfieldscchamber.com

Clarendon County Chamber of Commerce

Dawn Griffith
Executive Director
19 N Brooks Street
Manning, SC 29102
Phone: (803) 435-4405
Fax: (803) 435-4406
Email: chamber@clarendoncounty.com
Web: www.clarendoncounty.com

Clemson Area Chamber of Commerce

Chris Hardy
President
P.O. Box 1622
Clemson, SC 29633
Phone: (864) 654-1200
Fax: (864) 654-5096
Email: chris@clemsonchamber.org
Web: www.clemsonchamber.org

Greater Clover Chamber of Commerce

Jackie Robinson
Executive Director
P.O. Box 162
Clover, SC 29710
Phone: (803) 222-3312
Fax: (803) 222-8396
Email: sccloverchamber@aol.com
Web: www.cloverchamber.org

Greater Columbia Chamber of Commerce

Mike Brenan
President
P.O. Box 1360
Columbia, SC 29202
Phone: (803) 733-1111
Fax: (803) 733-1149
Email: mbrenan@columbiachamber.com
Web: www.columbiachamber.com

Conway Area Chamber of Commerce

Bridgette M. Johnson
Executive Vice President
203 Main Street
Conway, SC 29526
Phone: (843) 248-2273
Fax: (843) 248-0003
Email: bjohnson@conwayscchamber.com
Web: www.conwayscchamber.com

Greater Darlington Chamber of Commerce

Danny DuBose
Executive Director
38 Public Square
Darlington, SC 29532
Phone: (843) 393-2641
Fax: (843) 393-8059
Email: susana@darlingtonchamber.net
Web: www.darlingtonchamber.net

Dillon County Chamber of Commerce

Johnnie Luehrs
President & CEO
P.O. Box 1304
Dillon, SC 29536
Phone: (843) 774-8551
Fax: (843) 774-0114
Email: dillonchamber@bellsouth.net
Web: www.dilloncitysc.com

Greater Easley Chamber of Commerce

Kent Dykes
President
P.O. Box 241
Easley, SC 29641
Phone: (864) 859-2693
Fax: (864) 859-1941
Email: kent@easleychamber.org
Web: www.easleychamber.org

Edgefield County Chamber of Commerce

Donna Livingston
Administrator
416 Calhoun Street
Johnston, SC 29832
Phone: (803) 275-0010
Fax: (803) 275-0010
Email: info@edgefieldcountychamber.org
Web: www.edgefieldcountychamber.org

Edisto Chamber of Commerce

Dan Carter
Executive Director
P.O. Box 206
Edisto Island, SC 29438
Phone: (843) 869-3867
Fax: (843) 869-0510
Email: eichamber@aol.com
Web: www.edistochamber.com

Fairfield County Chamber of Commerce

Terry N. Vickers
President
P.O. Box 297
Winnsboro, SC 29180
Phone: (803) 635-4242
Fax: (803) 712-2996
Email: fcchamber@truvista.net
Web: www.fairfieldchamber.sc

Greater Florence Chamber of Commerce

Thomas Marschel
President
610 W Palmetto Street
Florence, SC 29501
Phone: (843) 665-0515
Fax: (843) 662-2010
Email: tmarschel@flochamber.com
Web: www.flochamber.com

Fountain Inn Chamber of Commerce

John Hastings
Executive Director
315 N Main Street, Suite 10
Fountain Inn, SC 29644
Phone: (864) 862-2586
Fax: (864) 862-1086
Email: jhastings@fountaininnchamber.org
Web: www.fountaininnchamber.org

Georgetown Chamber of Commerce

Annette Fisher
President
P.O. Box 1776
Georgetown, SC 29442
Phone: (843) 546-8436
Fax: (843) 520-4876
Email: afisher@sccc.tv
Web: www.georgetowncountychamber.com

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Greater Greenville Chamber of Commerce

Ben Haskew
President & CEO
24 Cleveland Street
Greenville, SC 29601
Phone: (864) 239-3706
Fax: (864) 282-8509
Email: bhaskew@greenvillechamber.org
Web: www.greenvillechamber.org

Greenwood Area Chamber of Commerce

Angel LaBorde
Executive Director
P.O. Box 980
Greenwood, SC 29648
Phone: (317) 888-4856
Fax: (317) 865-2609
Email: Angelle@greenwood-chamber.com
Web: www.greenwoodchamber.com

Greater Greer Chamber of Commerce

Patty Corneilius
President & CEO
111 Trade Street
Greer, SC 29651
Phone: (864) 877-3131
Fax: (864) 877-0961
Web: www.greerchamber.com

Hampton County Chamber of Commerce

Sally Dobson
President
P.O. Box 122
Hampton, SC 29924
Phone: (803) 914-2143
Fax: (803) 914-2144
Email: jlamprecht@hamptoncountysc.org
Web: www.hamptoncountychamber.com

Greater Hartsville Chamber of Commerce

Johnna Shirley
President
P.O. Box 578
Hartsville, SC 29551
Phone: (843) 332-6401
Fax: (843) 332-8017
Email: president@hartsvillechamber.org
Web: www.hartsvillechamber.org

Hilton Head Island/Bluffton Chamber of Commerce

Bill Miles
President & CEO
P.O. Box 5647
Hilton Head Island, SC 29938
Phone: (843) 785-3673
Web: (843) 785-6859
Email: bmiles@hiltonheadisland.org
Web: www.hiltonheadisland.org

Greater Irmo Chamber of Commerce

Meredith Allan
President & CEO
P.O. Box 1246
Irmo, SC 29063
Phone: (803) 749-9355
Fax: (803) 732-7986
Email: CEO@GreaterIrmoChamber.com
Web: www.irmochamber.com

Jasper County Chamber of Commerce

Kendall Malphrus
Executive Director
P.O. Box 1267
Ridgeland, SC 29936
Phone: (843) 726-8126
Fax: (843) 726-6290
Email: jasperchamber@jaspersc.org
Web: www.jaspersc.org

Greater Inman Area Chamber of Commerce

David Grayshock
President
PO Box 227
Inman, SC 29349
Phone: (864) 472-3654
Email: inmanchamber1@gmail.com
Web: www.inmanschamber.org

Kershaw County Chamber of Commerce

Liz Horton
Executive Director
P.O. Box 605
Camden, SC 29021
Phone: (803) 432-2525
Fax: (803) 432-4181
Email: lhorton@kershawcountychamber.org
Web: www.kershawcountychamber.org

Town of Kershaw Chamber of Commerce

Sherie Russell
Secretary
P.O. Box 441
Kershaw, SC 29067
Phone: (803) 475-6085
Fax: (803) 475-6087
Email: rsrussell@comporium.net
Web: www.kershawcountychamber.org

Greater Lake City Chamber of Commerce

Penny Hill
Director
P.O. Box 669
Lake City, SC 29560
Phone: (843) 374-8611
Fax: (843) 374-7938
Email: lccoc1@ftc-i.net
Web: www.lakecitysc.org

Lake Wylie Chamber of Commerce

Susan Bromfield
President
P.O. Box 5233
Lake Wylie, SC 29710
Phone: (803) 831-2827
Fax: (803) 831-2460
Email: info@lakewyliesc.com
Web: www.lakewyliesc.com

Lancaster County Chamber

L. Dean Falle
President
P.O. Box 430
Lancaster, SC 29721
Phone: (803) 283-4105
Fax: (803) 286-4360
Email: lanchamber@comporium.net
Web: www.lancasterchambersc.org

Laurens County Chamber of Commerce

Greg Alexander
President & CEO
P.O. Box 248
Laurens, SC 29360
Phone: (864) 833-2716 ext. 15
Fax: (864) 833-6935
Email: galexander@laurenscounty.org
Web: www.laurenscounty.org

Lee County Chamber of Commerce

Pam Kelley
Executive Director
P.O. Box 187
Bishopville, SC 29010
Phone: (803) 484-5145
Fax: (803) 484-4270
Email: kingcotton@ftc-i.net
Web: www.leecountychambersc.com

Greater Lexington Chamber of Commerce

Randy Halfacre
President & CEO
P.O. Box 44
Lexington, SC 29071
Phone: (803) 359-6113
Fax: (803) 359-0634
Email: randy@lexingtonsc.org
Web: www.lexingtonsc.org

Greater Liberty Chamber of Commerce

P.O. Box 123
Liberty, SC 29657
Phone: (864) 843-3021
Fax: (864) 843-3662
Email: info@bellsouth.net
Web: www.libertychamberofcommerce.com

Little River Chamber of Commerce

Jennifer Walters
Executive Director

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PO Box 400
Little River, SC 29566
Phone: (843) 249-6604
Fax: (843) 249-9788
Email: info@littleriverchamber.org
Web: www.littleriverchamber.org

Loris Chamber of Commerce
James Edwards
President
P.O. Box 356
Loris, SC 29569
Phone: (843) 756-6030
Fax: (843) 756-5661
Email: loriscoc@scccoast.net
Web: www.lorischambersc.com

Marion Chamber of Commerce
Judy J. Johnson
Director
P.O. Box 35
Marion, SC 29571
Phone: (843) 423-3561
Fax: (843) 423-0963
Email: marionsc@bellsouth.net
Web: www.marionscchamber.com

Greater Mauldin Area Chamber of Commerce
Pat Pomeroy
Executive Director
P.O. Box 881
Mauldin, SC 29662
Phone: (864) 297-1323
Fax: (864) 297-5645
Email: pat.pomeroy@mauldinchamber.org
Web: www.mauldinchamber.org

McCormick County Chamber of Commerce
Anne Barron
Chair
P.O. Box 938
McCormick, SC 29835
Phone: (864) 852-2835
Fax: (864) 852-2382
Email: mccchamber@wctel.net
Web: www.mccormickscchamber.org

Midland Valley Area Chamber of Commerce
Anne Fulcher
Executive Director
P.O. Box 310
Langley, SC 29834
Phone: (803) 593-3030
Fax: (803) 593-0085
Email: mvccoc@aikenelectric.net
Web: www.midlandvalleyareachamberofcommerce.com

Greater Mullins Chamber of Commerce
Cindy Lesieur

President
P.O. Box 595
Mullins, SC 29574
Phone: (843) 464-6651
Fax: (843) 464-7138
Email: mullinschamber@bellsouth.net
Web: www.mullinschamber.sc

Myrtle Beach Area Chamber of Commerce
Brad D. Dean
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SOUTH CAROLINA'S COUNCILS OF GOVERNMENT



- Councils of Government**
- 1 - Appalachian
 - 2 - Upper Savannah
 - 3 - Catawba
 - 4 - Central Midlands
 - 5 - Lower Savannah
 - 6 - Santee-Laniches
 - 7 - Pee Dee
 - 8 - Waccamaw
 - 9 - Berkeley-Charleston-Dorchester
 - 10 - Lowcountry



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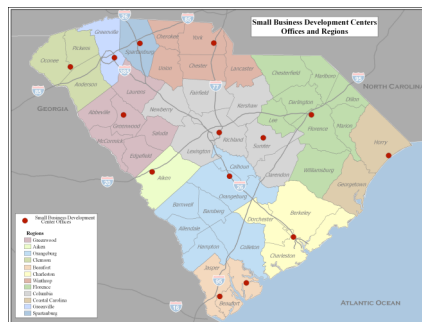
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SMALL BUSINESS DEVELOPMENT CENTERS (SBDC)



Small Business Development Center

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The SBDC aims to advance the state's economic development by helping entrepreneurs grow successful businesses. We provide private business consulting services at no charge and affordable educational programs for a small charge.

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SCORE is a volunteer nonprofit association helping small businesses succeed. SCORE matches clients with the expert counselor best-suited to their needs. The SCORE counselors are current or former business

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FREQUENTLY ASKED QUESTIONS

HOW DO I START A BUSINESS IN SOUTH CAROLINA?

Starting a business should be an easy process. The first steps you should take include: obtaining a Federal Employer ID Number (EIN) or Federal Tax ID Number; registering your business with the state of South Carolina through the South Carolina Business One Stop (SCBOS); and getting a local business license anywhere you plan to conduct business. You should also use and take advantage of the resources outlined in this guide on how to successfully start and run a business. Check out the **GETTING STARTED** section for more information.

WHERE DO I GO TO GET A BUSINESS LICENSE?

Your local City Hall can assist you in obtaining a business license. The state does not have a business license requirement, but most cities and towns do. There are also eight counties that require additional business licenses, so check with your local municipality to determine their requirements. Check out the **LICENSES, PERMITS AND REGULATIONS** section for more information.

WHAT OTHER FORMS WILL I NEEDS TO START MY BUSINESS?

Depending on the type of business you are starting, you may need to have an Occupational Permit. The South Carolina Department of Labor, Licensing and Regulation has a listing of occupations that may require permitting. Check out the **LICENSES, PERMITS AND REGULATIONS** section for more information.

WHERE CAN I GO TO GET ASSISTANCE WITH WRITING MY BUSINESS PLAN?

Organizations like SCORE and the Small Business Development Centers are great resources for business planning and their services are free. Check out the **GETTING STARTED** section for more information.

ARE THERE ANY GRANTS FOR SMALL BUSINESSES?

Grants generally do not exist for for-profit businesses of any size. In South Carolina, grants are used primarily to fund public infrastructure and such grants are still extremely competitive. This infrastructure may benefit a for-profit company and is usually based on capital investment and job creation. Check out the **FINANCING YOUR SMALL BUSINESS** section for more information.

HOW DO I FINANCE MY BUSINESS?

Assistance from personal resources, such as family and friends, followed by traditional financing through a local lending institution are the most common methods for funding your startup business. Some businesses may qualify for assistance in the form of loan guarantees from the Small Business Administration (SBA). Many banks have departments that specialize in SBA lending. An SBA representative can help you to prepare your application for a loan. Check out the **FINANCING YOUR SMALL BUSINESS** section for more information.